

DATE: February 3, 2016

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Jim Stormont
Henry "Ted" Tedeschi
Chris Higgins
Deryl Kipp - via teleconference

Kim Horstman – Ambien Energy

Call to Order

Trustee Kipp called the meeting to order at 5:07 PM.

Review of the Minutes of January 6, 2016

The minutes of the January 6, 2016, meeting was reviewed. After review, Trustee Stormont made motion to accept the 1/6/16 minutes as presented. Trustee Tedeschi seconded the motion. Vote was unanimous.

Review of Warrant 1300 and 1301

Warrants 1300 and 1301 were reviewed. Trustee Stormont made motion to execute warrants 1300 and 1301. Trustee Tedeschi seconded the motion. Vote to execute the warrant was unanimous.

Execute Commitment Certificates for 2/3/16.

After review Trustee Tedeschi made a motion to commit the billings contained in the certificates for collection by the District Treasurer. Trustee Stormont seconded the motion. Vote to commit was unanimous.

Execute 60-Day Late Letters: Town of Boothbay Harbor, Brewer, Brown, Carousel Music Theater, Chamberlin, Sabins, Engert, Gentry, Glass, Grant, Graves, Pollard, Kane, Kristoff, Lawlor, Libby, Lorrain, Mine Oyster, Morris, Norred, Page, Page, Paquette, Parker, Pitcher, Reed, Sea Gate, Smith, Sprucewold Lodge (2), Stonebrunner, Thompson, Townsend, Vander, White, and Wilgren

After review Trustee Tedeschi executed the letters.

Execute 90-Day Late Letters: Boathouse Bistro, Barnard, Stover, Carolin, Friant, Harbour Towne Inn, Herringbones, Lloyd, Murry Hill Properties, Nichols, Page, Palabra Shops, Vincent, and Watts

After review Trustee Tedeschi executed the letters.

Execute Lien Certificates: Brown Town of Boothbay Harbor, Townsend, Brewer (2), Cusumano, Spear, Shields, Vosburgh, Sabins, and Engert

After review Trustee Tedeschi executed the lien certificates.

Kim Horstman – Ambien Energy Presentation:

Ms. Horstman presented to the Board a plan to save money on electricity. Ms. Horstman represents Ambien Energy, an electricity supplier. The cost per kW through Ambien is \$0.065/kW. The current standard offer through CMP is \$0.065559/kW. Ambient can only supply small accounts, therefore the plant is not eligible. The superintendent presented a spreadsheet showing all the electric bills for the pump stations and garage for 2015. Based on Ambien's cost, the District would save \$65.12 on the cost of electricity if the District switched to Ambien. However, if 15 accounts are switched to Ambien, one account is considered an anchor account and that account would receive free electric. The superintendent showed the Meadow Station is the largest user and the District could save up to \$1,552.50 per year. Based on the proposed savings, the Trustees agreed to switch the District's 18 accounts to Ambien. The superintendent will forward the electric account information to Ms. Horstman.

January 2016 Financial Reports:

The superintendent handed out the financial reports for January. All line items are on target.

Old Business:

1. Grit System Update – RFP's

The superintendent reported the equipment has been ordered and is expected to be onsite sometime in April.

2. Union Street Pump Station Project Update WP/RD

The superintendent reported the design of the station is underway and Wright-Pierce was onsite to review the area. Rural Development has the application for funding. Wright-Pierce is starting the PER and the superintendent is working on the financial portion of that review. The District has to forward existing pump data and head conditions to Wright-Pierce. This is being currently being done.

3. Plant and Collection System Operations – Septage Pump, Spruce Point Station Pump.



The superintendent reported the septage pump is rebuilt and online. Pump 2 from Spruce Point Inn Station can be rebuilt to FM specification for a cost of \$5,300. A new pump cost \$5,500. The superintendent ordered a new pump. This was an unplanned expense.

4. Plant Influent Hydraulic Study

The superintendent reported the influent study has started. Wright-Pierce was onsite to review the area and collect the "as-builts".

5. Plant Resiliency Study

The superintendent reported the study has started. Wright-Pierce was onsite to inspect the affected stations and the plant.

6. Aqua-Aerobics PLC Upgrade

The superintendent reported the upgrade is done and was operational on the 25th. The superintendent released \$4,096.00 of the remaining \$5,096.00. \$1,000 is being retained until the one-line "as-builts" are delivered.

7. Website Update

The superintendent reported the website development is moving forward. Julie Hoskeer is working with Miriam Gross of Virtual Towns and Schools.

8. Direct Debit ACH Update

Julie Hoskeer is working with The First to get ACH established. The superintendent indicated he hopes to have this operational by the end of March.

9. Year End Accounting Adjustments Complete

The superintendent reported Henry Hurford has completed his year-end adjustments. The adjustments have been made in QuickBooks and the books are now ready for closing.

10. 2015 Audit Update

The superintendent reported now that the books are ready the audit can take place. William Brewer's office has been notified and the financial information has been taken to his office. Brewer should be starting the audit on January 29.



JS

New Business

1. Approve Warrant Question (Union Street Pump Station Project) for May 2016 Town Meeting.

The superintendent distributed the warrant question and warrant for review. After review Deryl Kipp made a motion to execute the warrant article and approve the question. Jim Stormont seconded the motion. Vote was unanimous and the trustees executed the warrant article and approved the question. The executed article will be forwarded to the Boothbay harbor Board of Selectmen for their approval at their February 8, 2016, meeting.

2. Botanical Gardens Sewer Feasibility Study w/Water District & Town of Boothbay

The superintendent updated the Trustees regarding the potential expansion of the Gardens. As part of the expansion, a preliminary design cost will be developed to run sewer from Boothbay Center to the Gardens. Dirigo engineering will be performing this preliminary budget estimate. The superintendent expects the estimate within two weeks.

Correspondence

1. Maine Power Options – The District's current oil contract with CN Brown is expiring in April 2016. MPO would like to get pricing for the 2017 year. The District will wait for further info on potential pricing.
2. Gilpin-Demers Property (Sprucewold) – The superintendent advised the Trustees the District has foreclosed on the property. The superintendent is working with William Logan in getting ready for the auction. Logan has recommended the District reach out to the bank one last time. That letter is attached to the minutes. A March 8, 2016, date is scheduled.

Public Comment:

None

Motion to Adjourn the Regular Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Stormont made motion to adjourn meeting. Trustee Tedeschi seconded the motion. The regular meeting adjourned at 6:40 p.m.

AK

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Deryl Kipp, Chairman

We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.

A handwritten signature in black ink, appearing to read "D. Kipp", written over a horizontal line.

Deryl Kipp, Chairman

A handwritten signature in black ink, appearing to read "Henry Tedeschi, Jr.", written over a horizontal line.

Henry Tedeschi, Jr., Treasurer

A handwritten signature in black ink, appearing to read "James Stormont", written over a horizontal line.

James Stormont, Clerk