

DATE: February 19, 2018

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp – Video Conference
Jim Stormont – Video Conference
Sam Morris
Chris Higgins

Regular Business Meeting to Order:

Trustee Morris called the regular business meeting to order at 5:02 PM.

Review of the Minutes of January 15, 2018

The minutes of the January 15, 2018, meeting was reviewed. After review, Trustee Kipp made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote was unanimous. It was noted there was no February 5, 2018, meeting.

Review of Warrant 1347 & 1348

Warrants 1347 and 1348 were reviewed. After discussion, Trustee Stormont made motion to execute the warrants. Trustee Kipp seconded the motion. Vote to execute the warrants was unanimous.

Execute 60-Day Late Letters: Bird, Philbrick, Brewer, Casey, Cressey, Engert, Pollard, Kristoff, Laird, Laughland, Libby, Lovat, Myshrall, Page, Paquette, Pitcher, Reed, Fanning, Russell, Salaun, Scott, Singleton, Hopkins, Thomas, Thompson, Tindal, Townsend, Vise, Wilgren, and Yardley

After review, Trustee Stormont executed the letters.

Execute Notice and Demand for Payment: None

Execute Lien Certificates: None

Execute Lien Discharges: Paquette.

After review, Trustee Stormont executed the discharge.

Handwritten signatures in blue and black ink, likely representing the trustees mentioned in the minutes.

Execute Impending Foreclosure Notice(s): None

Certificate of Commitment – February 1, 2018 Billing:

Trustee Kipp made motion to commit the February 1, 2018, billing to the treasurer for collection. Trustee Morris seconded the motion. Vote to commit the rates for collection was unanimous.

Old Business:

1. Union Street Pump Station Project – The superintendent reported the station was operating well with no issues to date. There was nothing else to report.
2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting. The CSO returned to light duty work on February 1. The CSO will be remanded to the plant for the time being and the PO will be placed in the Collection System crew.

The superintendent reported the collection system crew continues to maintain the screens at St. Andrews Village. The superintendent reported meetings with St. Andrews Village management are ongoing. St. Andrews has requested an investigation into the upgrade of the station. The superintendent has started this process.

Stevens Electric and Pump Service was onsite for routine pump inspections. The crew pulled pumps from PS 08, PS 11, and PS18. These stations require long lifting capabilities and the District has no equipment to perform that work. Upon inspection, PS 18 (DMR) pumps showed significant wear in the impeller and volute. The volutes were changed out in 2014. The wear appears to be from cavitation. Pump 1 did have a lower seal failure and cracks in the electrical cord. The pump has been taken to AC Electric in Auburn for evaluation and eventual repair. The superintendent noted the cavitation might be from air entrainment. The influent drops into the well trapping air in solution. There is an outside drop at the station, but does not appear to be working. The crew will enter the well and investigate the drop issue. All other work was routine.

3. Signal Point Odor Issues – Nothing to Report.
4. Plant Influent Hydraulic Study – The superintendent reported data tabulation is finally complete. The data will be sent to Wright-Pierce. Influent pump drawdown testing remains to be completed.

Handwritten signatures and initials in blue and black ink.

5. Website – The Office Manager reports DD Customers @ 170, email billing @ 223, savings \$74.65 YTD, 91 new and 18 returning visitors to the website and 80 hits on the Facebook page since last meeting.
6. Golf Course Phase 2 – The superintendent reported no communication with PGC, LLC since the entry fee letter was sent.
7. 2017 Audit – The superintendent reported William Brewer and Associates have started the 2017 Audit. Fred Brewer was on site February 13, to pick up the 2017 documents. Mr. Brewer left the fraud questionnaires for completion by the Treasurer, Office Manager, Superintendent, and one random employee. The questionnaires were completed and returned to Brewer's office. Brewer left the release forms for balance verification from the First, Maine Bond Bank, and USDA Rural Development. The Treasurer completed and returned the documents to Brewer's office. The superintendent issued Management's Discussion to the trustees and Brewer for inclusion in the audit.
8. Perkins Thompson – Charter Review – The superintendent distributed a letter (see attached) from James Katsiaficas, Perkins Thompson, regarding clarification of the nomination and election of Trustees under the District's Charter. The superintendent advised the Boothbay Harbor Town Clerk was advised of the procedures contained within the letter. No other action was taken at this time. The superintendent advised the Trustees to consider some housekeeping regarding the charter at a future date. The Trustees agreed to look into the matter later in the spring.
9. Roundabout Project Update: Nothing new to report.
10. Fairpoint/Crooker Damage Claim – The superintendent reported no news on the Crooker appeal.

New Business:

1. Doug Roberts, Oak Street Provisions, Billing Issue – Mr. Roberts did not attend the meeting. No other action was taken.
2. Bowker and Associates – Odor Mitigation Evaluation - The superintendent opened discussion on the revised draft report. The Trustees discussed the merits of the evaluation and were enlightened as to the implementation cost. The trustees advised the cost estimates could be broken down further to break out each area specifically. The superintendent will advise Bowker to reexamine the estimates and include each area separately in the report.
3. CIP Planning – Relining Work and Route 96 Sewer Line Rehabilitation – The superintendent reported planning has started on the next CIP projects. The

superintendent reported a kick-off meeting with Wright-Pierce took place to discuss the relining of the remainder (12,000 ft +/-) of the District's asbestos cement sewer mains. In addition, the rehabilitation of the RT 96 sewer (2,500 ft +/-) was discussed. The superintendent advised some investigative work would be necessary before cost estimates can be completed. The superintendent advised Ted Berry Company was contacted regarding scheduling video inspection of portions of the proposed work areas.

4. The superintendent reported the new utility truck specifications are under development. The superintendent reported David Pratt has been gathering information for the spec's. David has investigated various trucks, body types, and crane equipment. The superintendent advised the truck is estimated at 75K to 85K depending on equipment. The Truck Reserve Account is adequately funded for the expense. The trustees advised to move forward with spec and RFP development.
5. MeDOT Road Opening Permit – The superintendent reported PGC4, LLC is in need of a road-opening permit for the replacement of the sewer lateral for 63 Townsend Avenue. The MeDOT requires the utility to obtain the road-opening permit for any State road. The superintendent reported the permit application has been forwarded to MeDOT and a Road Opening Agreement with escrowed funds will be sent to PGC4, LLC for execution.
6. Next Meeting Date - The superintendent reported the meeting date of March 19 was in conflict for two people. It was decided the next meeting date would be March 6, 2018, at 5:00 p.m.

Correspondence:

1. William Brewer, Audit 2017 – The superintendent distributed a letter from Brewer Associates regarding their expectations for the 2017 Audit. The trustees reviewed the letter. No action was taken.

Public Comment:

None

Motion to Adjourn the Regular Meeting:

Trustee Kipp made motion to adjourn the regular meeting. Trustee Morris seconded the motion. Vote was unanimous. Meeting adjourned at 5:58 p.m.



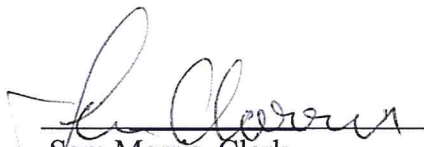


Deryl Kipp, Chairman

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



Deryl Kipp, Chairman



Sam Morris, Clerk



James Stormont, Treasurer