

DATE: March 6, 2018

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp – Video Conference
Jim Stormont
Sam Morris
Chris Higgins

Regular Business Meeting to Order:

Trustee Stormont called the regular business meeting to order at 5:04 PM.

Review of the Minutes of February 19, 2018

The minutes of the February 19, 2018, meeting was reviewed. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote was unanimous.

Review of Warrant 1349

Warrant 1349 was reviewed. After discussion, Trustee Stormont made motion to execute the warrant. Trustee Kipp seconded the motion. Vote to execute the warrant was unanimous.

Execute 60-Day Late Letters: Bouffard, Carroll, Curtis House, Elizarkov, Farrin, Freeman, Grant, Greenleaf, Hinds, Hochstein, Mann, Nichols, Oak Street Provisions, Rigas, Roberts, Rubel, Scattergood, Sharon, Shields, Trottier.

After review, Trustee Stormont executed the letters.

Execute Notice and Demand for Payment: Engart, Glass, Kristoff, Laird, Scott, Wilgren, Pollard, Reed, Salaun, and Tindal.

After review, Trustee Stormont executed the notices.

Execute Lien Certificates: JSE, LLC, Collette & Michael

After review, Trustee Stormont executed the certificates.

Execute Lien Discharges: None

[Handwritten signatures: JCS and JAK]

Execute Impending Foreclosure Notice(s): Shields and Farrin

After review, Trustee Stormont executed the notices.

Certificate of Commitment – March 1, 2018 Billing:

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

Year-to-Date Financial Reports – The superintendent distributed the balance sheet and the P & L reports. The superintendent reported the District is in sound financial position for this time of year. The superintendent reported the Manhole Line is over due to 2017 expenses being placed in this year's budget. Overall, the expenses are in line with expected expenditure levels.

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 has been remove from his duties until further notice by his doctor. The CSO has been experiencing significant pain since his return to work.

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 regarding the station upgrade are ongoing.

AC Electric reported cost to repair the DMR pump will be in the \$3,800 range.

All other work was routine.

3. Signal Point Odor Issues – Nothing to Report.
4. Plant Influent Hydraulic Study – Nothing to Report.
5. Website – The Office Manager reports DD Customers @ 184, email billing @ 223, savings \$98.15 YTD, 83 new and 14 returning visitors to the website and 44 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.

AKC *JOS.*
fill

7. 2017 Audit – The superintendent reported William Brewer and Associates are finalizing the audit and should be completed in a couple of weeks.
8. Roundabout Project Update: Nothing new to report.
9. Fairpoint/Crooker Damage Claim – The superintendent reported MPUC finally issued their decision on the Crooker incident. Crooker plans to appeal. See Attached

New Business:

1. Bowker Report - 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 the cost estimate for RT 96 is 495K plus engineering and the Relining Work will be 695K plus engineering. The superintendent will perform rate impacts for each project.
4. 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.
5. Next Meeting Date - The superintendent reported the meeting date of March 19 was in conflict for two people. It was decided to cancel the 19th meeting and the next meeting date would be April 2, 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

*AK JCS
RM*

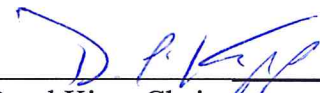
Motion to Adjourn the Regular Meeting:

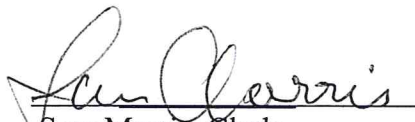
Trustee Kipp made motion to adjourn the regular meeting. Trustee Morris seconded the motion. Vote was unanimous. Meeting adjourned at 5:50 p.m.



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