

DATE: April 1, 2009

Regular Meeting Boothbay Harbor Sewer District Board of Trustees

PRESENT:

Alden Jordan - Absent

Steve DeWick – Pine Tree Engineering

Chris Higgins

Rob Prue – Pine Tree Engineering

Jon Draper

Jim Stormont

Lisa Kristoff – Boothbay Register

Call to Order:

Jon Draper called the meeting to order at 6:15 PM.

Review of the Minutes of March 18, 2009

The minutes of March 18, 2009, meeting was reviewed. After review, Jon Draper made motion to accept minutes of 3/18/09, as presented. Jim Stormont seconded the motion. Vote in favor was unanimous.

Review of Warrant(s) 1135

Warrant 1135 was reviewed. Jon Draper made motion to execute warrant as presented. Jim Stormont seconded the motion. Vote to execute warrant was unanimous.

Late Letters:

Jon Draper reviewed and executed the late letters for the following:

30-60 Days: Bay Landing, Total Management Services, Center Café, Steve Hyson, Kenniston Hill Inn, Eldercare Network, Knaut Grays Wharf, Gimbels (3), Murray Hill Property, Stone, Allen David Gallery, Nadeau, Ronan, Dolloff, House of Pizza, Falco, Brewer, Larsen Group, Harborside Restaurant.

61-90 Days: Goggin, Wakelin, Miller

Over 90 Days: Richardson, Walby, St. Andrews Village, Lewis, Richard, Myshrall, Murray, Gudroe, Leighton.

Handwritten signature and initials in black and purple ink.

Lien Certificates:

Jon Draper reviewed and executed lien certificates for Ladendorff, Sprucewold Lodge (2), Copeland, Rodgers, Brackett.

Foreclosure Notice(s):

Jon Draper reviewed and executed a foreclosure notice for Copeland.

Pine Tree Engineering:

Steve DeWick and Rob Prue were here to address the Board on future engineering work and present a statement of qualification of their firm. A brief discussion ensued regarding some of their previous work. The Board thanked Steve and Rob for coming.

2008 Audit:

Chris presented the Board with the 2008 audit completed by William Brewer. Chris informed the Board that no material deficiencies were found. Chris went over the MD and A and noted the reduction of retained earnings.

1st Quarter Budget Review:

Chris passed out the 1st quarter balance sheet and account line report. The balance sheet was self-explanatory. Chris went over the line items that exceeded the quarterly budget. The line items were as follow:

- 5101 – Pump Station Electricity - \$480.16 was from 2008 usage and charged in 2009
- 5220 – Sludge Removal - \$4050.00 was from 2008 transportation billed in 2009.
- 5270 – Outside Labor - \$1771.80 was for 2008 work billed in 2009. \$1,241.00 was billed for repair work to the headworks room and chlorine room for the fire alarm system. All other items were routine items.
- 5295 – Truck Maintenance - \$1700.00 was billed for the repair of the 2008 truck at Probody.
- 5320 – Equipment Maintenance - \$2372.13 was for seals for the #2 influent pump.
- 5330 – Sewer Line Maintenance - \$4,415.00 was for work done in 2008 (wet well cleaning) and billed in 2009.

Jim Stormont inquired about the overrun in the polymer line. Chris explained that the poor sludge quality caused more than anticipated polymer use during dewatering.

All other lines were within budgeted amounts.

Chris presented the Aged Receivables Report. A total of \$55,198.02 is outstanding. Of this total, 21.34% (11,777.26) is current, 12.28% (6,777.55) is 30 to 60 days old, 3.76% (2,072.94) is 60 to 90 days old, and 62.62% (34,570.27) is over 90 days old.

Brown and Caldwell Master Plan Scope of Service:

Chris presented the master plan outline to the Board. The plan scope is tentative only and is presented for future Board consideration. Brief discussion ensued as well as a discussion about the potential purchase of a sewer line camera and possible methods for paying for it. No action was taken. Please see master plan document in file under Brown and Caldwell Master Plan Proposal.

Old Business:

Chris informed the Board that:

- 1) The sludge pump was rebuilt and is working fine.
- 2) The pre bid meeting for the centrifuge went well. 8 contractors were onsite to review the plans and specs as well as the project area.

New Business:

None

Public Comment:

None

Correspondance:




None

Adjourn Meeting:

Jon Draper made motion to adjourn regular meeting. Jim Stormont seconded the motion. Vote was unanimous. Regular Meeting ended at 8:00 pm.


Alden Jordan, Chairman

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


Alden Jordan, Chairman
Jonathon Draper, Treasurer.
Jim Stormont, Clerk