

DATE: April 6, 2016

Boothbay Harbor Sewer District Board of Trustees Regular Meeting/Public Hearing for the Union Street Pump Station Project

Attendees:

Deryl Kipp
Henry "Ted" Tedeschi
James Stormont
Chris Higgins

Open Public Hearing for the Union Street Project:

Trustee Kipp opened the public hearing for the Union Street Project. It was noted there was no public in attendance. The superintendent advised the ballot question was sent to the register for publishing in their April 28 and May 5 editions. The superintendent advised the question will be given to Robert Hasch, Town of Boothbay Harbor Constable, for posting in the Town Office, and the West Harbor and Town Post Offices. The Town has sent the ballot question to the printers for the May 6 vote.

Close the Public Hearing for the Union Street Project:

Trustee Kipp closed the public hearing at 5:14 p.m.

Call the Regular Business Meeting to Order:

Trustee Kipp called the meeting to order at 5:15 PM.

Review of the Minutes of March 2, 2016

The minutes of the March 2, 2016, meeting was reviewed. After review, Trustee Stormont made motion to accept the 3/2/16 minutes as presented. Trustee Tedeschi seconded the motion. Vote was unanimous.

Review of Warrant 1304 and 1305

Warrants 1304 and 1305 were reviewed. Trustee Stormont made motion to execute warrants 1304 and 1305. Trustee Tedeschi seconded the motion. Vote to execute the warrant was unanimous.

Execute Commitment Certificate for 4/1/16.

After review Trustee Tedeschi made a motion to commit the billings contained in the 4/1/16, certificate for collection by the District Treasurer. Trustee Stormont seconded the motion. Vote to commit was unanimous.

Execute Lien Releases: Paquette, Brown, Bay Cinema, Lewis (2), Town of Boothbay Harbor (3), Farrin (8), Cusumano (5), Russell, and Snowman.

After review Trustee Tedeschi executed the lien releases.

Execute Lien Certificates: Carousel Realty LLC (2), Sprucewold Lodge (2), Townsend, Nichols, Murry Hill Properties, Harbour Towne Inn, Spencer, Engert, Brewer, and Town of Boothbay Harbor.

After review Trustee Tedeschi executed the lien certificates.

Trustees to execute W-4 Forms:

The Trustees executed their W-4 forms for their annual stipend.

Execute Entrance Application for Larrabee – Crooked Pine Road.

The entry application was executed.

March 2016 Financial Reports:

The superintendent handed out the financial reports for March, the first quarter, and the balance sheet as of March 31, 2016. Most all line items are on target. The superintendent advised line 5700 is high due to Union Street work. The superintendent advised the Engineering line will be reimbursed at closing with RD.

The quarterly reports are in line for this time of the year.

Old Business:

1. Grit System Update – Nothing to report.
2. Union Street Pump Station Project Update WP/RD – Superintendent reported the preliminary engineering review and environmental report has been submitted to RD for review. RD was hoping to close by March 31. That did not happen due to the PER and ER being late. Mike Jenkins advised the rates will be dropping after April 1.

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3. Plant and Collection System Operations – The superintendent advised the aeration equipment in SBR 2 has been retrofitted. Aqua-Aerobics is sending a new mixer base due to a change in the new float bolt pattern. The new pattern is a larger diameter than our existing mixer base and it will not fit without modification. Aqua is working on a solution.
4. Plant Influent Hydraulic Study – Nothing to Report – Ongoing
5. Plant Resiliency Study – Nothing to Report – Ongoing
6. Website Update – the superintendent reported the page has several draft layouts under consideration. The links and tabs are being worked.
7. Direct Debit ACH Update – 41 new accounts, total now at 86 – The superintendent reported increased usage in credit card payments, email billing, and ACH accounts.
8. 2015 Audit Update – the superintendent reported the 2016 Audit is complete and in hand. Copies were forwarded to the Board and all requesting financial agencies. There were no outstanding issues reported in the audit.

New Business

1. Execute Loan Documents for \$150,000 Maintenance Bond 2 – The superintendent advised this bond will pay for the grit system and Juniper Point station upgrade. The superintendent advised this bond was approved during the 2016 budget hearings. After review the trustees executed the loan documents.
2. Approve Revised Personnel Manual – the superintendent distributed the revised manual. After review the Trustees approved the manual.
3. Execute Sewer Debt Agreement with Sprucewold Lodge – the superintendent distributed copies of the debt repayment agreement for Sprucewold Lodge. After review the trustees executed the Agreement. The superintendent advised the Trustees Mr. Pizer was behind in his payments. Trustee Stormont advised a letter be sent to Mr. Pizer reminding him of the terms and to make the account current by May 1. The Superintendent will follow up with a letter.
4. Auction results, 78 Crest Avenue/Execute Documents – the superintendent reported the auction took place on April 5. The superintendent reported five bidders were present. Geoff Smith was the high bidder at \$80,000. The superintendent executed the purchase and sale agreement. After review, the trustees executed the Quit Claim Deed removing the District's interest in the property.

5. The superintendent asked the trustees to consider the quote of Copia Industries for the sealing of the contact tank. Trustee Kipp made motion to proceed with the tank sealing at a rate of \$14,000 for the job. Trustee Stormont seconded the motion. Vote to proceed was unanimous.
6. The superintendent asked the trustees to consider setting up two accounts with the proceeds of the Richards auction proceeds. The first account is for unemployment reserve, \$10,000. The District is self-funded and currently has no funding in place for this potential liability. The second account is for funding the potential liability of earned time cash out. Currently, there is no funding in place to cover earned time cash out of the employees. It is recommended \$20,000 be set aside in this account. After discussion Trustee Stormont made motion to set up the accounts as stated. Trustee Tedeschi seconded the motion. Vote was unanimous.

Correspondence

1. Boothbay Region Trailer Park – the superintendent advise Jody Lewis to mitigate the clean water entering the District's system.
2. Boothbay Craft Brewery Capacity Letter – The trustees reviewed the capacity letter.
3. MMBB Indebtedness Letter – the trustees reviewed the letter.
4. William Brewer and Associates, 2016 Audit Findings – the trustees reviewed Brewer's findings of the audit. No issues of non-compliance were discovered.
5. Nancy McGovern Letter – the trustees reviewed the thank you letter.

Public Comment:

None

Motion to Enter Executive Session Pursuant to Title 1 Section 405.6.A:

Trustee Stormont made motion to enter into executive session pursuant to Title 1, Section 405.6.A. Trustee Tedeschi seconded the motion. Vote was unanimous. Trustees entered into executive session at 5:46 p.m.

Exit Executive Session:

The Board exited the executive session at 5:58 p.m.



Motion to Adjourn the Regular Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Tedeschi made motion to adjourn meeting. Trustee Stormont seconded the motion. The regular meeting adjourned at 6:03 p.m.

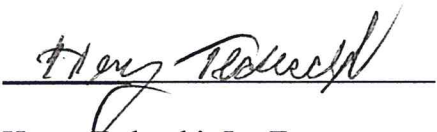
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Deryl Kipp, Chairman


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

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Deryl Kipp, Chairman

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

Henry Tedeschi, Jr., Treasurer

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

James Stormont, Clerk