

**DATE: April 16, 2018**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting**

Attendees:

Deryl Kipp  
Jim Stormont  
Sam Morris - Absent  
Chris Higgins

**Regular Business Meeting to Order:**

Trustee Kipp called the regular business meeting to order at 5:01 PM.

**Review of the Minutes of April 2, 2018**

The minutes of the April 2, 2018, meeting was reviewed. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Kipp seconded the motion. Vote was unanimous.

**Review of Warrant 1351**

Warrant 1351 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: None**

**Execute Notice and Demand for Payment: None**

**Execute Lien Certificates: Engert, Pollard, Scott, Spencer, and Wilgren**

Trustee Stormont reviewed and executed the lien certificates.

**Execute Lien Discharges: Shields**

After review, Trustee Stormont executed the discharge.

**Execute Impending Foreclosure Notice(s): None**

A handwritten signature in blue ink, appearing to read 'Deryl Kipp', is located on the right side of the page. The signature is written in a cursive, flowing style.

**Old Business:**

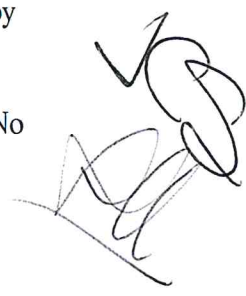
1. Union Street Pump Station Project – The superintendent reported a walk through is scheduled for April 24 with Sargent and Wright-Pierce. The final punch list will be developed, and paving will be discussed. The contract requires Sargent to be complete by May 18, 2018. There was nothing else to report.
2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting. The CSO is still out of work. The advertisement for Seasonal Help has been unsuccessful with no applications received.

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. A trip to York Beach is scheduled to view their Vaughn Chopper Pumps on April 27.

AC Electric has three other pumps since the last meeting. DMR pump 2 is there as the seal failed and oil entered the stator. PS 6 pump 1 is there being evaluated. Pump 2 from Chapel Street Station had a failed seal and oil entered the stator of that pump. We are awaiting evaluation on all of them.

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 @ 224, savings \$170.15 YTD, 35 new and 9 returning visitors to the website and 650 hits on the Facebook page since last meeting.
6. Golf Course Phase 2 – The superintendent reported communication with Knickerbocker Group regarding the entry permit and fee. The fee had to be recalculated due to modification of the original plan. Both should be here by April 30, 2018.
7. 2017 Audit – The superintendent reported we are waiting for completion. No word when that will be.
8. Roundabout Project Update: Nothing new to report.

A handwritten signature in black ink, appearing to be 'J. S.', is located in the bottom right corner of the page.

9. Bowker Report - The superintendent reported the Odor Evaluation Report was sent to the Signal Point Homeowners Association. The superintendent advised the first look at the potential rate impact was in the 10% to 12% range. More finite expense projections will be forthcoming.
10. MeDOT Road Opening Permit – The superintendent reported PGC4, LLC is awaiting timing of their contractor.
11. Robert Scanlon – 6 Atlantic Avenue – Sewer Abatement Request – The superintendent reported no word back from Scanlon on this issue.
12. District Charter – The superintendent reported future meeting schedules are being worked out.
13. Fairpoint/Crooker Damage Claim – Nothing to report since the last meeting.

**New Business:**

1. District Warrant(s) Town of Boothbay Harbor and Town of Boothbay – The Superintendent advised the warrants for the upcoming election for trustee have been posted by Bob Hasch for the Town of Boothbay Harbor and David Pratt for the Town of Boothbay. The Warrants were sent to the Register for publication in the April 26 and May 3 editions.
2. Execute RD Closing Documents for the Union Street Project – The superintendent handed out the closing documents for the trustees to review and execute. After review, the trustees executed the documents. A May 15 closing date is scheduled at the Fletch, Devine Law Offices in Portland.

**Correspondence:**

1. None

**Public Comment:**

None

**Enter Executive Session and Not to Return:**

Trustee Stormont made motion to enter executive session pursuant to M.R.S.A. Title 1, Chapter 13, Sub-Chapter 1, Section 405.6.A.1 – Personnel matter, and not to return to the regular business meeting. Trustee Kipp seconded the motion. Vote was unanimous.

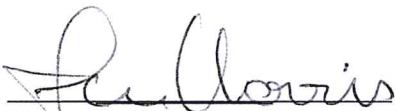
The trustees adjourned the regular meeting and entered executive session at 1729 hours.


VPS  
Rag

\_\_\_\_\_  
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