

DATE: May 3, 2017

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp
Jim Stormont
Henry "Ted" Tedeschi
Chris Higgins

Regular Business Meeting to Order:

Trustee Kipp called the regular business meeting to order at 4:54 PM.

Enter into Executive Session Pursuant to M.R.S.A. Title 1 Section 405.6.E

Trustee Kipp asked for a motion to enter in executive session pursuant to M.R.S.A. Title 1 Section 405.6.E. Trustee Stormont made that motion. Trustee Tedeschi seconded the motion. The trustees entered executive session at 5:02 p.m. Trustees came out of executive session at 5:35 p.m.

Review of the Minutes of April 19, 2017

The minutes of the April 19, 2017, meeting was reviewed. After review, Trustee Stormont made motion to accept the 4/19/17 minutes as presented. Trustee Tedeschi seconded the motion. Vote was unanimous.

Review of Warrant 1329

Warrant 1329 was reviewed. After discussion, Trustee Tedeschi made motion to execute the warrant. Trustee Stormont seconded the motion. Vote to execute the warrant was unanimous.

Execute 60-Day Late Letters: Blackman, Brackett, Casey, Glass, Kennon, Kristoff, Lorrain, Marcotte, Myshrall, Paquette, Pitcher, Russell, Russo, and Tupper

Trustee Tedeschi reviewed and executed the letters.

Execute Notice and Demand for Payment: Bond, Colette & Michael, Nichols, Sarah's Scoops, Vincent (2)

Trustee Tedeschi reviewed and executed the notices.

Execute Lien Discharges: Schicchi, Brown, Harbour Towne Inn, Saudek, Brewer, and Engert (3)

Trustee Tedeschi reviewed and executed the discharges.

Execute Lien Certificates: Beaver, Brown, Farrin, JLB Realty Trust, Shields, Ross (2)

Trustee Tedeschi reviewed and executed the discharges.

Execute Foreclosure Notice: Brown

Trustee Tedeschi reviewed and executed the foreclosure notice.

Execute Entrance Application: None

Commitment of Rates for Collection:

After review of the collection certificate, Trustee Stormont made motion for the bills to be committed to the Treasurer for collection. Trustee Kipp seconded the motion. Vote to commit rates for collection was unanimous.

April Financial Reports:

The superintendent distributed the Balance Sheet, the Annual Budget comparison, and the Year to Date Budget comparison. The superintendent reported the district is in sound financial position for this time of year. The expenses are in line with the budget year to date, and below the annual budget.

Old Business:

1. Union Street Pump Station Project – The superintendent reported the Shane Riley has the easements and hopes to get them back to us around May 11.
2. Plant and Collection System Operations
 - A. Footbridge Station Salt Water Issues– Then superintendent reported the lines from 8 Wharf and 4 Wharf Street were repaired with new all the way to the District line under the dock. This cut down the inflow of seawater. However, the station activity still showed intrusion during high tide. The crew videoed the Curtis Block line and found a crack in a bell fitting adjacent to the seawall. The owner will be notified of the issue.
 - B. Footbridge Alley Way ROW – The superintendent reported Chip Griffin has completed the drat easement for the alley. The superintendent will contact the Maddock's and discuss the easement.

- C. MMA Insurance Inspection – The superintendent reported Anne Schneider from MMA Risk Loss was onsite to inspect the property, the pump stations, and safety issues. Ms. Schneider found some minor issues and will forward an action plan for the District's consideration.
 - D. Juniper Point Start-Up – The station was started up April 27th. There appears to be some programming bugs. AEC Engineering has been notified and is working on the issues.
 - E. West Harbor #2 Pump – The superintendent reported #2 pump at West Harbor station is at AC Electric for evaluation. The crew found the pump impeller off the shaft when they pulled it for inspection. The shaft appeared to be damaged. The District is awaiting the evaluation report and cost estimate for repair.
- 3. Plant Influent Hydraulic Study – Nothing to report.
 - 4. Website – Nothing to report.
 - 5. Evaluation of Capital Island and Squirrel Island Effluent Odor Study – Ongoing
 - 6. Roundabout Update: The Project has begun. Sargent Construction is now installing storm drainage along RT 27. District personnel will be in close contact with Adam Tenon, Project Manager for Sargent.
 - 7. Townsend Avenue Sewer Work – The superintendent reported trench maintenance is ongoing. The MeDOT has begun work in the area. The District has two manhole adjustments remaining to complete. Vaughn Stevens (Hagar) submitted a cost estimate to do the paving. That estimate is \$17,130 to prep and pave the District's trenches. There is an extra piece between the State work and the District's work area that should be included in the paving work. The cost is \$6,965. The superintendent reported that Vaughn Stevens is going to speak with MeDOT to see if the DOT will split the cost of that piece. The superintendent advised Stevens the District would be willing to cost share. We are awaiting word back.
 - 8. 78 Crest Avenue: The superintendent advised that Matt Smith contacted the District asking for a letter of commitment for his negotiation with the bank. The trustees agreed to supply the letter of commitment.
 - 9. Golf Course – Phase 2 – The superintendent reported he has heard nothing since the last meeting.

10. 19 By Way Update – The superintendent reported demolition has begun. Still waiting for the draft easement from Logan.
11. Footbridge Alley Way – The superintendent reported the draft easement is complete. The next step is to contact Sewall Maddocks and forward for his review.

New Business

1. Maine State Retirement – The superintendent distributed the cost for time by-back (attached). The superintendent asked the Board if there was an opportunity for the District to assist the employees in buying back time beyond the ICMA levels of contribution. Trustee Kipp asked the superintendent to provide more information at the next meeting.
2. Maintenance Bond 3 Drawdown 3 – After review by the Board, Trustee Tedeschi executed the drawdown.
3. USDA RD Union Street Forms – The Board reviewed the RD documents. After Review, the trustees executed the Legal Services Agreement for Logan, the Right-of Way Certificate for RD, and reviewed the Rights-Of-Way Opinion and the Preliminary Title Opinion. Logan will need to complete the latter two.

Correspondence:

1. **Maine Municipal Bond Bank** – The superintendent distributed the audit cover letter for 2016.
2. **Joint Economic Development Committee Meeting** – The superintendent advised the trustees the JEDC met with the superintendent at the District office to discuss sewer service and ways to provide a synergistic approach to sewer expansion and economic growth in the region.
3. **NOAA Coastal Sea Rise Meeting** – The superintendent met with representatives from NOAA and the Maine Coastal Program regarding the recent Coastal Sea Rise Study. The group met at the Footbridge Station. The Study results were discussed and the Group was pleased the Study was worthwhile.

Public Comment:

None

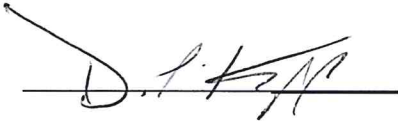
Motion to Adjourn the Regular Meeting:

Trustee Stormont made motion to adjourn the regular meeting. Trustee Kipp seconded the motion. Vote was unanimous. Meeting ended at 6:20 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.

A handwritten signature in black ink, appearing to read 'D. Kipp', written over a horizontal line.

Deryl Kipp, Chairman

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

Henry Tedeschi, Jr., Treasurer

A handwritten signature in black ink, appearing to read 'James Stormont', written over a horizontal line.

James Stormont, Clerk