

**DATE: June 3, 2015**

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

Attendees:

Jim Stormont  
Henry "Ted" Tedeschi  
Chris Higgins  
Deryl Kipp

**Call to Order**

Chairman Kipp called the meeting to order at 5:10 PM. I was noted the May 20, 2015 was cancelled.

**Review of the Minutes of May 6, 2015**

The minutes of the May 6, 2015, meeting was reviewed. After review, Trustee Stormont made motion to accept the 5/6/15 minutes. Trustee Tedeschi seconded the motion. Vote was unanimous.

**Review of Warrant 1283 and 1284**

Warrants 1283 and 1284 were reviewed. After review, Trustee Tedeschi made motion to execute warrants 1283 and 1284. Trustee Kipp seconded the motion. Vote to execute the warrants were unanimous.

**Execute Sewer Lien Discharges:**

After review, Trustee Tedeschi executed the lien discharges for US National Bank Association (60 Union Street) and the Estate of Harold Sabins (School Street).

**Execute 90-Day Late Letters:**

After review, Trustee Tedeschi executed the 90-Day late letters for the following:  
Boothbay Harbor Shipyard, Marc Brewer, Captain Sawyer's Place, Colette & Michael, Engart, Field, Friant (Sea Gate) Gudroe, Hallinan, Murray Hill Properties, Nadeau, O'Brien, and Vincent.

**Execute Entrance Application: Maroon – 97 Bay Street**

The Board executed the application

Handwritten signatures of board members, including a checkmark and the initials 'H.C.' and 'H.C.'.

**Commit Rates for Collection June 17, 2015 Billing:**

The certificate was reviewed by the Trustees. Trustee Tedeschi made motion to commit the rates for collection. Trustee Stormont seconded the motion. Vote was unanimous and the certificate was executed by the Trustees.

**May 2015 Financial Reports:**

The superintendent handed out the May 2015 financial reports. The reports were previously sent to the trustees via email. The superintendent advised several lines needed discussion. Line 5012, Overtime, is under budget for the period but over budget by 126% for the year to date. The overage was reduced 11% from last month. The overage was due to sewer repair work early in the year. Line 5220, Sludge Removal, the line is over for the period. More trips were made early than expected. Line 5270, Outside Labor, is over 191%, but still under year to date. Line 5310, Repair and Maintenance Sewer Lines is over 286% and due to the Ted Berry Company work on the pressure main cleaning and the Spruce Point Paving/Excavation. The Spruce Point paving was a surprise and was not budgeted for. Line 5330, Repair and Maintenance Pump Stations is over budget 229% for the period, but down 60% from last period and is under for the year. All other lines are normal for this time of year.

**Old Business:**

The Superintendent reported on the following:

- A. Relining Project: the superintendent reported the balancing pay request has been approved by USDA. As soon as the money is transferred to the District, the District will issue final payment to Green Mountain and the Project will close out. The original anticipated overage was \$17,000. The final overage came in at \$9,000.
- B. The superintendent reported the GIS updating is ongoing.
- C. Heating Plant Work: The superintendent reported Mechanical Services (MS) has the plant and office boilers installed. The controls are currently being installed. Completion is expected within a couple of weeks.
- D. Website: The superintendent reported a meeting was held with the designer and the initial layout was established. Further work will wait until the new office staff is onboard.
- E. Nutrient Testing: the voluntary nutrient testing commenced on June 2.
- F. NPDES Discharge Permit Renewal: The District is waiting for the draft.

**New Business:**

- A. The superintendent submitted the Weston and Sampson Collection System Letter Review to the Board. No action was taken. The superintendent will request the presence of Weston and Sampson at a future meeting to discuss the letter.
- B. The superintendent reported the plant exceeded the discharge permit for fecal coliform on May 18 and 19. The exceedance was due to an accumulation of biosolids in the chlorine contact tank. The tank was cleaned and demonstrated compliance was achieved. DEP was notified of the exceedance and a report was issued.
- C. The superintendent report Julie Hoskeer has accept the District's employment offer for the position of Office Manager/Administrative Assistant. Ms. Hoskeer will start her duties on June 15, 2015.

**Public Comment:**

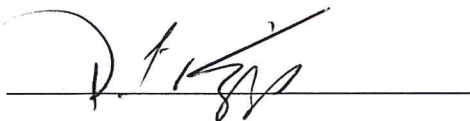
None

**Correspondence:**

The superintendent distributed a letter to Sitelines, P.A. regarding the entrance fee for the St. Andrews Village Expansion Project. The District has not heard back from Sitelines or St. Andrews as of this meeting.

**Adjourn Regular Business Meeting:**

Trustee Kipp asked for a motion to adjourn. Trustee Tedeschi made that motion and Trustee Stormont seconded the motion. The vote was unanimous. The regular business meeting ended at 6:56 p.m.



Deryl Kipp, Chairman

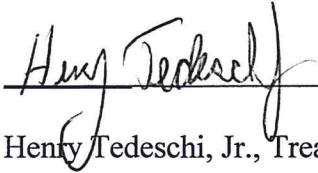


*Boothbay Harbor Sewer District Trustee Minutes of June 3, 2015*

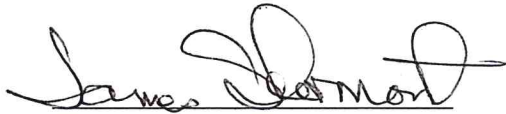
We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.

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