

DATE: June 4, 2018

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp Jim Katsiaficas – Remote Video Connection
Jim Stormont
Sam Morris
Chris Higgins

Regular Business Meeting to Order:

Trustee Kipp called the regular business meeting to order at 5:00 PM.

Review of the Minutes of May 21, 2018

The minutes of the May 21, 2018, meeting was reviewed. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote was unanimous.

Review of Warrant 1354

Warrant 1354 was reviewed. After discussion, Trustee Morris made motion to execute the warrant. Trustee Kipp seconded the motion. Vote to execute the warrant was unanimous.

Execute 60-Day Late Letters: Bouffard, Boynton, Carroll, Farrin, Fischer, Gibbons, Giles, Goldsmith, Katama Acquisitions, LLC, Mansourian, Oak St Provisions, Perkins, Perritt, Racy, Robson, Salaun, Shields, Steele, Thistle Inn, Thomas, Thompson, Trottier, White, and Wilgren

After review, Trustee Stormont executed the letters.

Execute Notice and Demand for Payment: Glass

After review, Trustee Stormont executed the Notice.

Execute Lien Certificates: Colette and Michael, Murray Hill Properties.

After review, Trustee Stormont executed the Liens.

Execute Lien Discharges: Sharon (2).

After review, Trustee Stormont executed the discharges.

Execute Impending Foreclosure Notice(s): None

Execute Sewer Entrance Application: Dooley – 158 McKown Point Road

After review, the Trustees executed the entry application.

Execute Certificate of Commitment – June 2018 Billing

After review, Trustee Morris made motion for the June 1, 2018, billing be committed to the treasurer for collection. Trustee Kipp seconded the motion. Vote was unanimous to commit rates to the Treasurer for collection.

May Financial Reports

The superintendent distributed the financial reports for the period ending 5/31/18. The superintendent reported revenue is at 96% of projection and expenses are 96% of budgeted amounts for the period.

Old Business:

1. Union Street Pump Station Project – The superintendent reported the final punch list walk through is completed. The final change order and pay request is being developed and should be ready for the next meeting. There was nothing else to report.
2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting. The superintendent advised the Trustees a candidate for the collection system position has surfaced and interviewing is underway. The superintendent reported PS 6, PS 18, and PS 10 pumps have been returned from AC Electric and are now back in service.

The superintendent reported he met with Stevens Electric to develop the electrical/mechanical quote. We met with CMP onsite and they advised we can only have 208 three phase and not 230 three phase. We are waiting to hear back from CMP's planner.

Rt. 96 Line Condition – The superintendent reported Maine Drilling and Blasting completed the ledge probes and the information was forwarded to Wright-Pierce for the design. Falla and Sons are due onsite this week to start the survey work.

All other work was routine.

✓
CO
DK
SU

3. Signal Point Odor Issues – Nothing to Report.
4. Plant Influent Hydraulic Study – Nothing to Report.
5. Website – The Office Manager reports DD Customers @ 188, email billing @ 224, savings \$230.15 YTD, 73 new and 13 returning visitors to the website and 41 hits on the Facebook page since last meeting.
6. 2017 Audit – The superintendent reported the audit is complete and distributed to the Trustees for review. The superintendent advised the audit was forwarded to all the required financial agencies.
7. Roundabout Project Update: The superintendent reported the manholes are raised and awaiting the final course of pavement. The District gave Sargent Corp. riser rings to perform the work. Sargent will replace the rings.
8. MeDOT Road Opening Permit – The superintendent reported PGC4, LLC has completed the work at 63 Townsend Avenue. The superintendent reported he has the executed copy of the Road Opening Agreement and the \$4,000 escrow, which will be deposited.
9. Fairpoint/Crooker Damage Claim – Nothing to report since the last meeting.
10. Pier1/Curtis – The superintendent reported the line is now repaired. Ted Berry Company relined the lateral on May 22. This repair should be the last issue for salt water intrusion from the south side of the Footbridge Station.
11. Ready to Serve/Entry Fee Waiver – Trustee Kipp brought Trustee Morris up to date on the Dooley discussion regarding entry fee waiver due to paid ready to serve fees. During the discussion, Trustee Morris advised he did not agree with waiving any established fees and the entry fees should be a separate fee related to project construction and not predicated on how long a customer has paid ready to serve. The superintendent advised the Trustees, there is no policy regarding this issue and one should be established and placed in the By-Laws. All agreed. Further discussion by the Trustees, established a position consistent with Trustee Morris's position. The Trustees charged the superintendent with developing policy language for future consideration.

New Business:

1. Win Mitchel Minimum Sewer Fee Relief Request – The superintendent advised the Trustees the current minimum billing for the Watershed Resort has now changed due to the permanent closing of the restaurant. Mitchell has asked to allow for actual consumption billing. The superintendent offered

VP
BHK

SKL

Mitchell the opportunity to perform actual consumption billing for one year then establish the minimum once a year's worth of data is collected. The Trustees agreed with this strategy. The superintendent will advise Mitchell.

2. James Katsiaficas – Charter Discussion – Attorney Katsiaficas, from Perkins Thompson, joined the meeting via video conference to discuss the District's charter and ways to amend it to reflect current law. The discussion points were as follows:

- 1) Change charter/district to comply with Standard Sewer District Enabling Act or Sanitary District Enabling Act, or stay as is with specific amendments,

- 2) Change geographical area of the District to encompass only District sewerage assets, (revert to Boothbay Harbor and only a portion of Boothbay where assets are located) as per original intent of the District,

- 3) Trustee Requirements

- A. election language,

- B. Residency Requirements,

- C. Number of Trustees and allocation between Towns of the District,

- 4) Lien Provisions 38 MRSA 1033/1050 – What are we, Procedures?

- A. Qualified District,

- B. Non-Qualified District.

After lengthy discussion on the above points, Attorney Katsiaficas will research each topic and report back to the Trustees during a later meeting to streamline the strategy to update the Charter. No other action was taken.

Correspondence:

1. PGC 2 Escrowed Golf Course Funds –

The superintendent distributed the letter to the Trustees. The letter acted as a courtesy reminder of the provisions set forth in the Escrow Agreement of June 5, 2013, with PGC2. Brief discussion ensued with no action was taken.

Public Comment:

None

✓
JCS
RKC
SAL

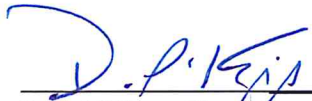
Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Stormont made the motion. Trustee Kipp seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1803 hours.



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