

DATE: June 5, 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.

Review of the Minutes of May 17, 2017

The minutes of the May 17, 2017, meeting was reviewed. After review, Trustee Stormont made motion to accept the 5/17/17 minutes as presented. Trustee Kipp seconded the motion. Vote was unanimous.

Review of Warrant 1331

Warrant 1331 was reviewed. After discussion, Trustee Stormont made motion to execute the warrant. Trustee Tedeschi seconded the motion. Vote to execute the warrant was unanimous.

Execute 60-Day Late Letters: Babcock, Beaver, Boothbay Lobster Wharf (2), Bouffard, Boynton, Cossaboon, Curtis House, Elizarkov, Farrin, Freeman, Hamlin, Hinds, Ilse, JLB Realty Trust, Jolley, Mann, Manson, Mansourian, McGillivray, Miller, Mine Oyster, Racy, Reed, Roberts, Robertson, Robson, Scott, Sharon, Shields, Singleton, Sprucewold Lodge (2), Thompson, Trottier.

Trustee Stormont reviewed and executed the letters.

Execute Notice and Demand for Payment: None

Execute Lien Discharges: Glass

Trustee Stormont reviewed and executed the discharge.

Execute Lien Certificates: Colette & Michael, Nichols

Trustee Stormont reviewed and executed the Certificates.

Execute Foreclosure Notice: None

Execute Entrance Application: None

Commitment of Rates for the June 1, 2017, Billing:

After review of the Commitment Certificate, Trustee Tedeschi made motion to commit the rates for collection to the Treasurer. Trustee Kipp seconded the motion. Vote was unanimous.

Old Business:

1. Union Street Pump Station Project – The superintendent reported RD has given the ok to bid the Project. The Project is being advertised this week.
2. Plant and Collection System Operations
 - A. Salt Water Issues– The past recent astronomical high tides resulted in PS 6 running excessively. The issue has been tracked to Tugboat Inn. Several lines were disconnected allowing seawater to enter. The superintendent reported this issue occurred last year as well. The owner has been notified of the issue. Resolution is pending.
 - B. Footbridge Alley Way ROW – The superintendent reported the draft easement for the alley was forwarded to the Maddock's for review. No word back from Maddocks as of this writing.
 - C. Bowling Alley Parking Lot Easement – The superintendent reported the easement (attached hereto) has been sent to 8 Wharf Street LLC for review. No word yet on their review.
 - D. MMA Insurance Inspection – The superintendent reported the action plan has not been received yet.
 - E. Juniper Point Start-Up – The superintendent reported the SCADA for the station is not working and AEC is working on that.
 - F. West Harbor #2 Pump – At the last meeting, the superintendent reported #2 pump at West Harbor station is at AC Electric for evaluation. The superintendent has been advised Meyers no longer supports the pump for parts. The superintendent ordered AC to make a new shaft and reuse the old rotor.
 - G. Massachusetts Road Station High Amp Draw: at the last meeting, the superintendent reported issues with number 1 pump at the station drawing

high amperage. The crew assumed the cause was related to high ground water in the conduit. The superintendent instructed the crew to remove and check the pump. It was found the pump had a blown start capacitor. A spare pump was purchased and installed. Parts for the existing pump were ordered and the pump will now be used as a spare of Massachusetts Road and Juniper Point stations.

3. Plant Influent Hydraulic Study – The superintendent reported the final memo from Wright-Pierce finally arrived. The memo will be evaluated and discussed at the next meeting.
4. Website – The office manager reported 29 new visitors to the website since the last meeting. There are now 154 direct debit customers and 230 email customers resulting in a net savings of \$218.94 in postage.
5. Evaluation of Capital Island and Squirrel Island Effluent Odor Study – The superintendent report receipt of the final memo from Wright-Pierce. The superintendent will forward to Capital and Squirrel Island for their review and eventual implementation.
6. Roundabout Update: The superintendent reported the storm drain work on the north end of the project area is complete. Work is now shifted to the Town Hall area. The superintendent showed a copy of the change order for the PS 9 force main relocation. The amount was \$4,500.00. The inspector from Sebago Technics could not understand why conflicts were occurring. The District advised him the design engineers had the district's "as-builts" since February of 2016, prior to design implementation.
7. 78 Crest Avenue: The superintendent advised High Ledge and the bank have settled. The superintendent asked the Trustees to execute Settlement Agreement and Mutual Releases document prepared by Randy Creswell of Perkins Thompson (District counsel). After review, Trustee Kipp made motion to execute the document as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous. The superintendent will forward the document to Creswell and await further settlement instructions.
8. Golf Course – Phase 2 – The superintendent reported he has heard nothing since the last meeting.
9. Maine State Retirement – As requested by the Trustees, the superintendent reported the crew has been advised of the Trustees decision not to financially assist in the purchase of past time.

New Business:

1. Execution of Maintenance Bond Drawdown #4 – After review, the Trustees executed the drawdown.
2. May Financial Reports – The superintendent distributed the reports. The superintendent reported the District is in good financial shape for this time of the year and no line items are excessive. Revenue is on par with projections and is approximately \$17,500 to the black.
3. Execute New Bank Signature Cards for all accounts – Due to the change in officers at the last meeting, new signature cards were necessary to update the Treasurer's position on all the accounts. The Trustees executed the card forms.
4. David Pratt Promotion – The superintendent advised the Trustees David Pratt received his Grade 3 Certification. The superintendent advised because of this achievement, David has been promoted to the position of Collection System Operator. Trustee Kipp asked the superintendent to draft a letter on their behalf for David. The superintendent will have the letter ready prior to the next meeting.

Correspondence:

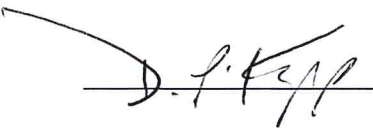
1. **George Friant, Displeasure with District Customer Service** – The Trustees reviewed the note with no action taken.

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 5:55 p.m.



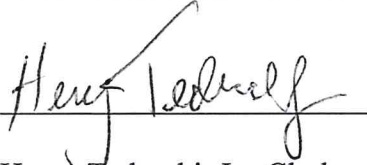
Deryl Kipp, Chairman

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



A handwritten signature in dark ink, appearing to read "D. P. Kipp", written over a horizontal line.

Deryl Kipp, Chairman

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

Henry Tedeschi, Jr., Clerk

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

James Stormont, Treasurer