

**DATE: June 18, 2018**

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

Attendees:

Deryl Kipp            Diane Lambros  
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 June 4, 2018**

The minutes of the June 4, 2018, meeting was reviewed. After review, Trustee Morris made motion to accept the minutes as presented. Trustee Stormont seconded the motion. Vote was unanimous.

**Review of Warrant 1355**

Warrant 1355 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: None**

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

**Execute Lien Certificates: None**

**Execute Lien Discharges: Carroll (3), Morris-Wilgren (1).**

After review, Trustee Stormont executed the discharges.

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

**Execute Sewer Entrance Application: None**

**Execute Certificate of Commitment: None**



**Old Business:**

1. Union Street Pump Station Project – The superintendent reported the final change order and pay request is developed and awaiting Sargent Corp. review and approval. 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 job offer for the collection system position has been tendered and accepted. Bruce Orne will start his duties on July 2, 2018.

The superintendent reported he is still waiting for the electrical/mechanical quote. We are waiting to hear back from CMP's planner.

Rt. 96 Line Condition – The superintendent reported Falla and Sons completed the survey work. We are now waiting for Wright-Pierce to develop the design and estimate.

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 @ 188, email billing @ 224, savings \$230.65 YTD, 87 new and 10 returning visitors to the website and 59 hits on the Facebook page since last meeting.
6. Roundabout Project Update: The superintendent reported paving will begin on June 19 and should finish by June 20. The superintendent advised to avoid Boothbay center for both days as long traffic delays are expected.
7. MeDOT Road Opening Permit – The superintendent advised the Trustees he has asked DOT to release the escrow funds for the Townsend Avenue sewer work performed by Crooker.
8. Fairpoint/Crooker Damage Claim – The superintendent advised he has been asked to testify by Crooker on July 11 at a MPUC formal hearing.

**New Business:**

1. Diane Lambros – Billing Reduction for her Oak Street Property – Ms. Lambros addressed the Trustees regarding the reason for her 2 unit billing and why 46 Oak Street was only billed for two units and not three units as advertised on the Tindal and Callahan website. The superintendent advised

Ms. Lambros, the Holmberg's removed kitchen facilities (stove) from one unit. Once this occurred the unit no longer complied with the District's definition of a billable dwelling unit (Dwelling Unit: Means one room or rooms connected for residential occupancy and including bathroom and kitchen facilities. If there is more than one meter for any utility, address to the property, or kitchen; or if there are separate entrances to rooms which could be used as separate dwelling units; or if there is a lockable, physical separation between rooms in the dwelling unit such that a room or rooms on each side of the separation could be used as a dwelling unit, multiple dwelling units are presumed to exist; but this presumption may be rebutted by evidence that the residents of the dwelling share utilities and keys to all entrances to the property and that they (A) share a single common bathroom as the primary bathroom, or (B) share a single common kitchen as the primary kitchen.)

Ms. Lambros advised there is no definition of a kitchen in the District's Rules and Regulations. The superintendent agreed there is no specific definition of a kitchen and there is no need for a specific definition of a kitchen because definition of the word kitchen is contained in a typical dictionary and is generic in nature. The superintendent read the definition contained in the American Heritage College Dictionary, 3<sup>rd</sup> Edition, (Kitchen – A room or an area equipped for preparing and cooking food.) Pursuant to the District definition of a dwelling unit, the removal of kitchen equipment qualifies the dwelling unit being disqualified for billing. The Holmberg's removed kitchen equipment from their unit. Ms. Lambros asked if she removed kitchen equipment would she be billed for one unit. The superintendent answered "yes". The superintendent advised should the Holmberg's sell the property or return the equipment to the unit and the new owner replaces the kitchen equipment, then the unit would become billable again.

Ms. Lambros thanked the Trustees and no action was taken.

2. The First Advisors – District Investment Options for Reserve Funds – Trustee Kipp opened the discussion with a review of a meeting he and the superintendent had with Gary Stone of the First Advisors regarding the potential investment of the District's reserve funds. Among other clients, Mr. Stone serves the YMCA and the Town of Boothbay Harbor.

After discussion, the Trustees took no action, but advised the superintendent to collect current asset data, secure a current CD rate sheet from the First, and to bring Mr. Stone up to speed with points discussed, and report back at the next meeting. The superintendent will follow up.





**Correspondence:**

1. Steve Rodgers/Mark Mullis – Additional Unit Letter, Atlantic Avenue Property -

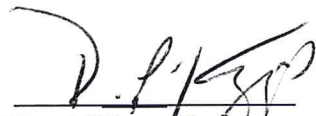
The Trustees reviewed the letter with no action taken.

**Public Comment:**

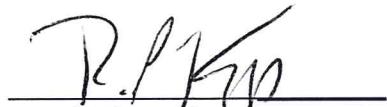


None

**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 1750 hours.

  
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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.

  
\_\_\_\_\_  
Deryl Kipp, Chairman  
\_\_\_\_\_  
Sam Morris, Clerk  
\_\_\_\_\_  
James Stormont, Treasurer