

DATE: July 1, 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 4:56 PM. Trustee Stormont noted he will not be in attendance for the July 15, 2015, meeting.

Review of the Minutes of June 17, 2015

The minutes of the June 17, 2015, meeting was reviewed. After review, Trustee Stormont made motion to accept the 6/17/15 minutes. Trustee Tedeschi seconded the motion. Vote was unanimous.

Review of Warrant 1286

Warrant 1286 was reviewed. After review, Trustee Tedeschi made motion to execute warrant 1286. 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 Sea Gate Motel (2).

Execute 90-Day Late Letters:

After review, Trustee Tedeschi executed the 90-Day late letters.

Execute 60-Day Late Letters:

After review, Trustee Tedeschi executed the 60-Day late letters.

Commit Rates for Billing – July 3, 2015 Billing

The Board committed the rates to the treasurer for collection

2nd Quarter Financial Reports:

The superintendent distributed the reports. The superintendent noted several line items are at or near the annual budgeted amounts. The line items are 5270, 5280, 5310, and 5330. The reports will be discussed at the next meeting.

Old Business:

The Superintendent reported on the following:

- A. The superintendent reported the GIS updating is ongoing.
- B. Heating Plant Work: The superintendent reported the remaining item for completion is the pipe insulation work. The final invoice is being held until completion.
- C. Website: Nothing to report.
- D. Campbell Street Water Project: The Water District has completed their work. The District replaced 240 feet of private sewer with new 6-inch PVC pipe. The line was extended to Steve Pitcher's house so he can connect. The Town of Boothbay Harbor paid for the replacement.

New Business:

- A. The superintendent reported a Total Residual Chlorine permit exceedance occurred on 6/25/15. The incident was reported to DEP via email on the 25th. The superintendent expects a letter of warning from DEP due to the nature of the issue.
- B. The superintendent reported the office manager received training from Sandy Bolotsky on lien work and municipal accounting practice.
- C. The superintendent reported the District will be converting from Sage to QuickBooks. The new office manager is much more proficient in QuickBooks. In addition, the office manager is exploring electronic payment options for customers.

Public Comment:

None

Handwritten signatures and initials:
HMSJ, MK, and a large stylized signature.

Correspondence:

- 1) The Board reviewed the Letter of Warning from DEP regarding the 5/18/15, Fecal Coliform issue.
- 2) The Board discussed the Collette & Michael email regarding the Townsend Avenue property. The superintendent reported no contact has been received since the superintendent's email response. The Board advised to proceed with collection procedures.

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 5:33 p.m.

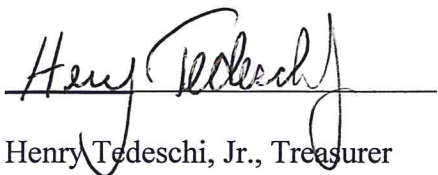


Deryl Kipp, Chairman

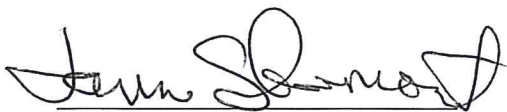
We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.



Deryl Kipp, Chairman



Henry Tedeschi, Jr., Treasurer



James Stormont, Clerk