

DATE: July 2, 2018

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp
Jim Stormont
Sam Morris
Chris Higgins

Regular Business Meeting to Order:

Trustee Kipp called the regular business meeting to order at 5:04 PM.

Review of the Minutes of June 18, 2018

The minutes of the June 18, 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 1356

Warrant 1356 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: Bistro, LLC, Dunculus, Inc., Field, Greenleaf, Harborside Food Service, Hennessy, Hodgdon, Murry Hill Properties, Mystic Mermaid, Ronan, Sarah's Scoops, Starankwicz, Walshak, and Watts

Trustee Stormont reviewed and executed the letters.

Execute Notice and Demand for Payment: Farrin, Mansourian, Racy, Robson, Salaun, Shields, and Trottier

Trustee Stormont reviewed and executed the Notices

Execute Lien Certificates: None

Execute Lien Discharges: Spencer (3)

After review, Trustee Stormont executed the discharges.



Execute Impending Foreclosure Notice(s): Shields and Farrin

After review, Trustee Stormont executed the Notices.

Execute Sewer Entrance Application: None

Execute Certificate of Commitment: July 1, 2018 Billing

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

Old Business:

1. Union Street Pump Station Project – The superintendent reported the final change order and pay request is complete, reviewed, and approved. We are awaiting funding agency approval and once done, the final pay application will be processed.
2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting. The superintendent reported the new collection system tech, Bruce Orne, started 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.

The superintendent reported Jolene Greer obtained her Grade 2 Operations Certification.

The superintendent advised the Trustees Gary Farnham tendered is resignation effective June 29, 2018. The superintendent advised the Trustees, he spoke to Farnham about the Longevity Award. Farnham agreed to take four payments and asked the superintendent to express his thanks for their consideration and generosity.

All other work was routine.

3. Signal Point Odor Issues – The superintendent reported the District received an odor complaint on June 26 at 1219 hrs. from Roger Legere at 15 Signal Point. This unit is due west of the plant. The weather conditions at the time were south/southeast winds at 3 – 4 mph and the temperature were in the mid 60's. Dew point was in the upper 50's. High Tide was at 10:55 hrs.
4. Plant Influent Hydraulic Study – Nothing to Report.

✓
JG
BKC
SDM

5. Website – Nothing to report.
6. Roundabout Project Update: The superintendent reported the Project is completed. Sargent has returned all the District's riser rings and tools that were used by Sargent during the Project.
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, but as usual, the MeDOT is taking their time on releasing the funds.
8. Fairpoint/Crooker Damage Claim – The superintendent advised the July 11, MPUC formal hearing has been moved to July 24.
9. Charter Review – Nothing to report.

New Business:

1. June Financial Reports –

The superintendent distributed the June 2018 financial reports. The superintendent reported the annual budget position stands at 50.03% for revenue and 47.8% for expenses. The target for this time of year is 50%.

The superintendent reminded the trustees Line Items 5270, 5280, 5330, and 5350 are over the period budget and only item 5350 is over the annual budget by \$1,083. Expenses for this line were carried forward from 2017.

2. The First Advisors – District Investment Options for Reserve Funds – Update

As requested, the superintendent collected current asset data, secured a current CD rate sheet from the First and several other banks, and distributed to the Trustees for discussion.

The trustees reviewed the rate sheets and discussed possible options for investing the reserve funds. The trustees discussed laddering CD's with certain amounts. After discussion, the Trustees directed the superintendent to discuss the CD rates and withdrawal structure with Brenda Blackman of the First. The superintendent will follow up and report back at the next meeting.

SM
✓
JCS
MK

Correspondence:

1. Maine Power Options 2018 Fuel Bid -

The Trustees reviewed the letter with no action taken.

Public Comment:

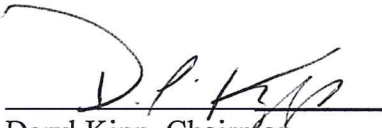

None

Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Morris made the motion. Trustee Stormont seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1728 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