

**DATE: July 17, 2017**

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

**Attendees:**

Deryl Kipp	Diane Lambros
Jim Stormont	Bonnie Stover, Tugboat Inn
Henry "Ted" Tedeschi	
Chris Higgins	

**Regular Business Meeting to Order:**

Trustee Kipp called the regular business meeting to order at 4:56 PM.

**Review of the Minutes of June 19, 2017**

The minutes of the June 19, 2017, meeting was reviewed. After review, Trustee Stormont made motion to accept the June 19, 2017 minutes as presented. Trustee Tedeschi seconded the motion. Vote was unanimous.

**Review of Warrant 1333**

Warrant 1333 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: BRT Properties, LLC (Greenleaf Inn, Admirals Quarters), Campbell, Carolin, Colette, & Michael, Harborside food Service, LLC, Harbour Towne Inn, Inc., Murray Hill Properties, Nichols, Ronan, Sarah's Scoops.**

Trustee Stormont reviewed and executed the letters.

**Execute Notice and Demand for Payment: Babcock, Boynton, The Curtis House, Elivarkov, Farrin, Hamlin, JLB Trust, Miller, Scott, Sharon, Shields, Sprucewold Lodge, Roberts, Reed, Pollard Living Trust**

Trustee Stormont reviewed and executed the demand notices.

**Execute Lien Discharges: None**

**Execute Lien Certificates: Myshrall and Kennon**

Trustee Stormont reviewed and executed the lien certificates.

**Execute Foreclosure Notice: None**

**Execute Entrance Application: PGC 5 LLC, (Common Drive – Boothbay) and Reynolds (Summit Road – Boothbay Harbor)**

The trustees executed the permits.

**Commitment of Rates for Collection – July 1, 2017 Billing:**

Trustee Tedeschi made motion to commit the rates in the July 1, 2017, billing to the district treasurer for collection. Trustee Kipp seconded the motion. Vote to commit for collection was unanimous.

**Bonnie Stover – Tugboat Inn:** Bonnie Stover, manager of the Tugboat Inn, brought the trustees up to date regarding the salt-water intrusion into the Inn's sewer lines. Ms. Stover distributed pictures of the affected lines and described the mitigation plan and timetable for the repair of lines. The trustees were pleased with the plan and asked Ms. Stover to expedite the repairs and to keep in contact with the District superintendent regarding the progress. Ms. Stover agreed and thanked the trustees for their consideration and assistance.

**Diane Lambros – Oak Street:** Ms. Lambros addressed the trustees regarding the recent changes to her Oak Street property sewer billing status. In the past, Ms. Lambros was billed for one unit. Pursuant to the District Office Manager, Julie Hoskeer, most recent update of property records, it was discovered Ms. Lambros had an additional unit that was not being billed and the office manager made the change to two units.

The superintendent forwarded a copy of the definitions of dwelling units, from the June 2005, District Rules and Regulations, to Ms. Lambros. Ms. Lambros reviewed the definitions and expressed her dismay that she was not notified prior to receiving her most recent bill. The trustees apologized to Ms. Lambros for the district not handling the notification better and prior to her receiving her updated bill. The trustees instructed the superintendent to advise the office manager to draft a letter and improve the notification process to a more advisory exercise.

Ms. Lambros then asked the trustees if several other Oak Street properties were being billed for multiple units. The superintendent advised the listed properties were being billed for multiple units. Ms. Lambros thanked the trustees for their time and advised she would pay her bill promptly.





**June Financial Reports:** The superintendent distributed the Balance Sheet and P & L Sheets. Trustee Kipp asked about the Abatements Line – the superintendent advised the line contained the High Ledge payout. The superintendent also advised the operating supply line is over \$1,200 for the year. The superintendent did advise flow to the plant was down about 20%. The superintendent advised the district is in a firm financial position for this time of the year.

**Executive Session Pursuant to MRSA, Title 1, Chapter 13, Subchapter 1, §405.6.A.1**

Trustee Kipp made motion to enter executive session pursuant to MRSA, Title 1, Chapter 13, Subchapter 1, §405.6.A.1, Personnel Matter. Trustee Stormont seconded the motion. Vote to enter was unanimous. Trustees entered executive session at 5:20 p.m.

The Trustees left executive session at 5:42 p.m. and resumed the regular business meeting.

**Old Business:**

1. Union Street Pump Station Project – The superintendent reported Project bids were opened on July 13, 2017. The apparent low bidder was Sargent Corporation at \$537,170, Crooker Construction at \$626,752.70, and T. Buck at \$776,613.00 (see attached). Wright-Pierce is examining the bids for completeness and irregularities. Once completed, a recommendation will be forwarded to the Board.

The low bid was considerably higher than the engineer's estimate of \$440,000 (see attached). The original budget of \$600,000 is \$107,000 lower than the revised budget of \$707,000 because of the bids received. This means in order to proceed with the project, the district will have to contribute the \$107,000 as RD has committed \$600,000 and the district voters approved that amount of grant/loan.

The trustees discussed several funding options in order to proceed with the project. After discussion, the trustees settled on securing another maintenance bond of \$150,000 in January of 2018 to fund the project. After this discussion, Trustee Stormont made a motion to secure the maintenance bond of \$150,000 in January 2018. Trustee Tedeschi seconded that motion. Vote was unanimous to secure the funding. The Board instructed the superintendent to proceed as part of the 2018 Budget process.

2. Plant and Collection System Operations
  - A. Salt Water Issues– See Bonnie Stover above.
  - B. Footbridge Alley Way ROW – Nothing to report.

Handwritten signatures and initials: "SK", "HAY", and a large checkmark.

- C. Bowling Alley Parking Lot Easement – The superintendent reported the easement Exhibit A is forthcoming when construction is completed.
  - D. MMA Insurance Inspection – The superintendent reported the action plan has not been received yet.
  - E. West Harbor #2 Pump – The superintendent reported #2 pump at West Harbor station is back in operation. The new impeller is in and the old one returned for credit.
  - F. Lab/Operator Position: Rick Gaeth's last day was July 6. The superintendent has assumed the operational duties of the plant. The superintendent reported four applications have been received and of those, two interviews are scheduled.
- 3. Plant Influent Hydraulic Study – The superintendent reported assimilation of raw influent pump station runtime and rainfall data has started. Data from 1995 to date will be examined along with pump station drawdowns to be completed. The superintendent asked the trustees for authorization to hire part time to complete this work. Trustee Stormont made motion to authorize the superintendent to hire out to the limit of the Part-Time budget line item. Trustee Kipp seconded the motion. Vote to authorize was unanimous.
  - 4. Website – The office manager reported 94 new visitors to the website since the last meeting. There are now 156 direct debit customers and 230 email customers resulting in a net savings of \$253.24 in postage.
  - 5. Evaluation of Capital Island and Squirrel Island Effluent Odor Study – The Superintendent reported he submitted a recommendation to the Island. Marty Weeks of Capital Island has arranged with Stevens Electric to start work on the installation.
  - 6. Roundabout Update: The superintendent reported Sargent has requested assistance in determining the origin of the existing manholes within the Project area. The superintendent contacted Tom Sturgeon of Crooker the original installer and Sturgeon advised Ferriolo supplied the manholes. This was reported to Sargent. Ferriolo is no longer in business and Sargent is going to check with their vendors on matching the manhole sections for the upcoming work this fall.
  - 7. 78 Crest Avenue: The superintendent advised after several attempts, funds were finally transferred to Wells Fargo. The case is now dismissed. (See attached letters)

8. Golf Course – Phase 2 – The superintendent reported he has heard nothing since the last meeting.

**New Business:**

1. Maine Power Options Fuel Contract: The superintendent reported favorable pricing from this year's bids and has signed the contract (see attached).

**Correspondence:**

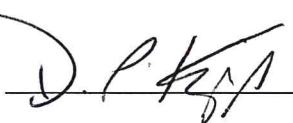
1. **John Lewis: Not happy with bill.**
2. **Perkins Thompson – Joint Motion to Dismiss – High Ledge.**
3. **Walker Wellington – Positive comments on transparency of district processes.**
4. **Wally Reed – Bill dispute for August 7, 2017, meeting.**

**Public Comment:**

None

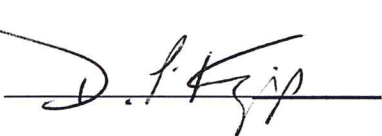
**Motion to Adjourn the Regular Meeting:**

Trustee Stormont made motion to adjourn the regular meeting. Trustee Kipp seconded the motion. Vote was unanimous. Meeting ended at 6:05 p.m.

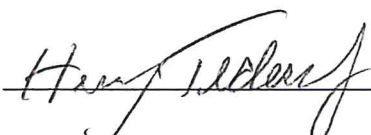


Deryl Kipp, Chairman

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



Deryl Kipp, Chairman



Henry Tedeschi, Jr., Clerk



A handwritten signature in cursive script, reading "James Stormont". The signature is written in dark ink and is positioned above a horizontal line.

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James Stormont, Treasurer