

DATE: August 6, 2018

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp Gary Stone – First Advisors
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 July 16, 2018

The minutes of the July 16, 2018, meeting was reviewed. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote was unanimous.

Review of Warrant 1358

Warrant 1358 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: Andrews, Burnham (2), Engert, Johnson, Kristoff, Page, Pitcher, Townsend, Tupper

Trustee Stormont reviewed and executed the letters.

Execute Notice and Demand for Payment: Dunculus, Murry Hill Properties, Strankewicz

Trustee Stormont reviewed and executed the notices.

Execute Lien Certificates: Farrin, Saluan

Trustee Stormont reviewed and executed the certificates.

Execute Lien Discharges: Shields

After review, Trustee Stormont executed the discharge.

A large, stylized handwritten signature, likely belonging to Trustee Stormont, is written in black ink on the right side of the page. The signature is composed of several loops and flourishes, with the last part resembling a large 'S' or 'J'.

Execute Impending Foreclosure Notice(s): None

Execute Certificate of Commitment for August 1, 2018 Billing:

Trustee Morris made motion to commit the rates from the August 1, 2018, billing to the District Treasurer for collection. Trustee Kipp seconded the motion. Motion passed.

Execute Sewer Entrance Application: 43 Crooked Pine, LLC

The trustees reviewed and executed the “after the fact” entrance application for 43 Crooked Pine, LLC. The superintendent reported the entrance into the Crooked Pine Sewer System was done without the knowledge of the Sewer District. The Contractor of record was Dan Delano (D&S Excavation, 207-249-5590) of Westport, Maine. The connection was made in late June of this year. Almus Thorpe (43 Crooked Pine LLC, Rep.) discussed with the superintendent, on August 6, 2018, after prompting by Gregg Muzzy of the Crooked Pine Association. The superintendent was in contact with G.K. Roche of CPA after the installation was discovered. Mr. Thorpe apologized to the superintendent and admitted he overlooked contacting the District due to dealing with DEP regarding the OBD associated with that property. The superintendent informed the Town of Boothbay Harbor that their road had been excavated without a permit. The Trustees advised the superintendent to follow-up with the property owner and excavator.

Old Business:

1. Union Street Pump Station Project – The superintendent reported Pay Requisition 4 was executed. The final pay application will be processed releasing the retainage and officially closing the project when Sargent submits their outstanding administrative items.
2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting.

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

The superintendent advised the Trustees a new polymer system was ordered from Sullivan and Associates. The quote of \$16,648 is for the direct replacement of the existing system.

The superintendent reported there would be a couple of days of power shedding this week due to the current weather conditions. Maine Power Options has forwarded an alert to reduce power to reduce capacity pass through charges from our electrical supplier.

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The superintendent reported a sewer backup occurred on Campbell Street this afternoon. The crew is currently there relieving the plug. The crew came in during the meeting advising the plug had been cleared and a significant number of wipes and dental floss was determined to be the cause. DEP was notified of the backup.

All other work was routine.

3. Signal Point Odor Issues – The superintendent reported the District received an odor complaint on July 28, at 0940, from John Hennessy at 29 Sea Street. This property is next to the office to the north. The weather conditions at the time were All odor control mitigation was in effect at the time.
4. Plant Influent Hydraulic Study – Nothing to Report.
5. Website – The office manager reported email savings stand at \$299.65 ytd, with 197 direct debit and 225 email customers. The website had 129 new and 8 returning visitors since the last meeting. Our Facebook page had 51 visits since the last meeting.
6. MeDOT Road Opening Permit – The superintendent advised the Trustees he has finally heard from the MeDOT regarding releasing the escrow funds for Townsend Avenue. A letter was sent to Brenda Blackman at the First with disbursement instructions. However, when the First tried to wire the funds, an error occurred. MeDOT has been contacted for routing number/account number verification. The District has not yet heard back from MeDOT.
7. Route 96 Sewer Replacement Project – The superintendent advised design is underway with preliminary plans scheduled for the next meeting. Further investigation of existing water infrastructure is required due to questionable or lacking mark-out. Both Districts will meet onsite to identified required elements.
8. Fairpoint/Crooker Damage Claim – The superintendent advised the Trustees he attended the MPUC formal hearing on July 24, in Hallowell. The superintendent advised Crooker was represented by Richard Perkins and Tracy Farmer. All three gave testimony regarding the mismarking of the Fairpoint cable. After the hearing, MPUC gave each party two weeks to provide summary statements. Subsequently, the superintendent received notification another hearing will take place, at a future date to be determined, calling two additional Fairpoint employees for testimony.
9. Charter Review – James Katsiaficas (Perkins Thompson) Charter Memo – The superintendent advised he had contacted attorney Katsiaficas to start the

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Charter review process as directed. After discussion with the superintendent Attorney Katsiaticas will contact the Utilities Committee secretary and verify the proper procedure to use to submit the bill to the legislature and then start work on amending the charter.

New Business:

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

Gary Stone of the First Advisors was here to further discuss the District investment options. Mr. Stone discussed risk and yield within a proposed investment portfolio and looked at several other models that might appeal to the District. The trustees thanked Mr. Stone for his presentation. After the discussion, the trustees discussed local, non-risk investment options because of current market volatility. After this discussion, the Trustees directed the superintendent to speak with the First and discuss CD options for part of the District funds.

2. July 2018 Financial Reports –

The superintendent distributed the July 2018, Financial reports. Trustee Kipp noted revenue is below budget projection by \$55,132. The superintendent noted \$23,088 is still due from the Union Street Pump Station Project. These grant funds will be received when the final pay requisition is processed bringing the difference to \$32,044. The superintendent noted he had spoken with some local business owners and they indicated business being slightly down. This could attribute to lower than estimated projections for the commercial sector. All other expense lines are at expected levels for this time of year.

Correspondence:

1. Gary Farnham -

The Trustees reviewed the thank you note with no action taken.

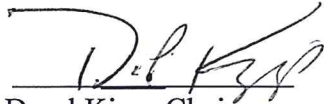
Public Comment:

None

Adjourn Meeting:

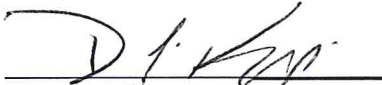
Trustee Kipp asked for a motion to adjourn. Trustee Stormont made the motion. Trustee Morris seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1810 hours.

Handwritten signature of Gary Farnham, consisting of stylized initials 'G.F.' and a full signature 'Gary Farnham'.

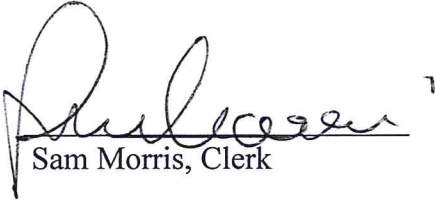


Deryl Kipp, Chairman

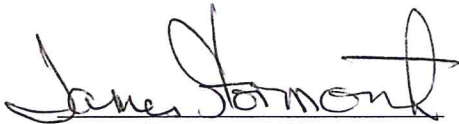
We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.



Deryl Kipp, Chairman



Sam Morris, Clerk



James Stormont, Treasurer