

DATE: August 7, 2017

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp	Ruth Anne Gorman
Jim Stormont	Wally Reed, Elizabeth Reed
Henry "Ted" Tedeschi	Harvey Sneideman, Annemies Sneideman
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 July 17, 2017

The minutes of the July 17, 2017, meeting was reviewed. After review, Trustee Stormont made motion to accept the July 17, 2017 minutes as presented. Trustee Tedeschi seconded the motion. Vote was unanimous.

Review of Warrant 1334

Warrant 1334 was reviewed. After discussion, Trustee Stormont made motion to execute the warrant. Trustee Tedeschi seconded the motion. Vote to execute the warrant was unanimous.

Additional Dwelling Unit Letters: Krug, MacMahan, Tibbetts, Myette, St. Clair, Ronan, Stevens, Morris, and Benner.

The Trustees reviewed the letters.

Execute 60-Day Late Letters: Marcotte, Andrews, Brewer, Engert, Glass, Kennon, Kristof, McLellan, Myshrall, Page, Paquette, Pitcher, Townsend, Tupper, and Yardley

Trustee Stormont reviewed and executed the letters.

Execute Notice and Demand for Payment: Colette & Michael, Murray Hill Properties, and Nichols

Trustee Stormont reviewed and executed the demand notices.

Execute Lien Discharges: JLB Trust (3) and Reed

Trustee Stormont reviewed and executed the lien discharges.

Execute Lien Certificates: Curtis, Farrin, Roberts, Scott, Sharon, Shields, and Burns.

Trustee Stormont reviewed and executed the lien certificates.

Execute Foreclosure Notice: None

Execute Entrance Application: PGC 5 LLC, (6 Bay Street – Boothbay Harbor)

The trustees executed the permit.

Commitment of Rates for Collection – August 1, 2017 Billing:

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

Ruth Anne Gorman – 10 Fullerton Street: Ms. Gorman addressed the trustees regarding the recent changes to her Fullerton Street property sewer billing status. In the past, Ms. Gorman was billed for one unit. Pursuant to the District Office Manager, Julie Hoskeer, most recent update of property records, it was discovered Ms. Gorman apparently had an additional unit that was not being billed and the office manager made the change to two units.

The superintendent advised the property was an old Bed and Breakfast that is no longer used as such and that Mr. and Mrs. Gorman are the only occupants. Mrs. Gorman concurred the B & B is no longer used and that modification to the structure (removal of the wall between the two units) precludes the property from being two units per definition. After discussion, the Trustees advised the superintendent to arrange with Mrs. Gorman to view the property. The superintendent will follow-up with Mrs. Gorman for the onsite visit prior to the next Trustee meeting. Should the units be joined and opened to each other, then the District will revert to one unit billing.

Wally and Elizabeth Reed – Oak Street: The Reed's addressed the trustees regarding the recent changes to their Oak Street property sewer billing status. In the past, the Reed's were billed for one unit. Pursuant to the District Office Manager, Julie Hoskeer, most recent update of property records, it was discovered the Reed's had an additional unit that was not being billed and the office manager made the change to two units.

Mr. Reed discussed the definition of dwelling (see attached) pursuant to the District Rules and Regulations. Mr. Reed argued that the in-law apartment should be considered temporary housing due to his mom only using it 2 months of the year. Trustee Stormont

and Kipp discounted that argument by adding the intent of temporary is mobile, portable, or less than 30 days consecutive occupancy. The Trustees advised Mr. Reed the in-law apartment is a permanent fixture on the property regardless of the occupancy rate of the space. In addition, the Trustees asked Mr. Reed if the unit had its own entrance, a bathroom, a kitchen, and living space. Mr. Reed replied in the affirmative. Trustee Stormont advised the unit meets the definition of a dwelling unit and therefore eligible for billing as a unit. The trustees offered the only way for a unit not be considered for billing was to remove one of the parts of the definition, i.e. kitchen, bathroom, etc. Mr. Reed offered to remove the stove therefore the unit would not have complete kitchen facilities. The Trustees agreed that would meet the definition, and would consider the property a single residence. Mr. Reed advised he would remove the stove and advise the District accordingly.

Harvey Sneideman and Annemies Sneideman - Howard Street Property:

The Sneideman's approached the Trustees regarding participation in the maintenance of the drive leading to their property. The superintendent advised the District did use the access road weekly to inspect a manhole on property and to clean the lines in the fall. Sneideman distributed pictures of the access. The drive is in disrepair and the superintendent advised the drive has been in disrepair since his arrival in 1995. The only work to the access was done by the District several years ago. The district shim coated the drive with extra asphalt from another job. The superintendent advised the Trustees there are three players that use the access, the District, Sneideman, and Muscarella. The superintendent advised a three-way split would have to occur for the District to participate. The Sneideman's did not think Muscarella would participate as his property is for sale. The trustees did not feel a 50-50 split was fair, but a third of the cost would be considered. No other action was taken at this time. The Trustees did charge the superintendent with securing estimates for repair for consideration at a future meeting.

July Financial Reports: The superintendent distributed the Balance Sheet and P & L Sheets. The superintendent advised the district is in good position for this time of the year.

Old Business:

1. Union Street Pump Station Project – The superintendent reported Sargent Corporation's bid was in order. The District is waiting for RD approval of the bid and then a Notice of Award will be issued. Those documents should be here this week.

RD is asking the District for documentation securing the extra \$107,000 for the Project. At the last meeting, the Trustees approved securing a portion of the 2018 maintenance bond to pay the Project overage. The Superintendent advised RD would like to see the funds in hand at the start of the Project. The

superintendent advised the trustees to consider earmarking a portion of the District Reserve account to secure RD's concerns. When the funds are used in 2018, the trustees can replenish the account with proceeds with the maintenance bond as required by the Charter. The Trustees agreed with this strategy. Trustee Stormont made motion to reserve \$107,000 of the District's reserve account to pay for the Project overage and replace those funds with the proceeds of the 2018 maintenance bond. Trustee Kipp seconded the motion. Vote in the affirmative was unanimous.

2. Plant and Collection System Operations
 - A. Footbridge Alley Way ROW – Nothing to report.
 - B. Bowling Alley Parking Lot Easement – Nothing to Report.
 - C. MMA Insurance Inspection – The superintendent reported the action plan has been received and two items require updating. The updates are pending.
 - D. Lab/Operator Position: The superintendent reported a job offer was tendered and the District is awaiting reply.
3. Plant Influent Hydraulic Study – The superintendent reported assimilation of raw influent pump station runtime and rainfall data has started and is expected to be completed by the end of August or early September.
4. Website – The office manager reported 75 new visitors to the website since the last meeting. There are now 156 direct debit customers and 231 email customers resulting in a net savings of \$284.11 in postage.
5. Evaluation of Capital Island and Squirrel Island Effluent Odor Study – Nothing to report.
6. Roundabout Update: Nothing to Report.
7. 78 Crest Avenue: The superintendent advised the case is now officially over. (See attached letters)
8. Golf Course – Phase 2 – The superintendent reported he has heard from Sebago Technics. The Golf Course has revised the plan again. Now the Villas are out at this time and only the sports pavilion is being constructed. This means the impact fee will be examined again.
- 9.



New Business:

1. Maintenance Bond Drawdown #6: The Trustees reviewed the drawdown and executed the request.

Correspondence:

1. None

Public Comment:

None

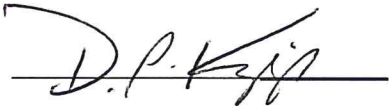
Motion to Adjourn the Regular Meeting:

Trustee Stormont made motion to adjourn the regular meeting. Trustee Kipp seconded the motion. Vote was unanimous. Meeting ended at 6:35 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



James Stormont, Treasurer