

DATE: September 2, 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 5:00 PM.

Review of the Minutes of August 19, 2015

The minutes of the August 19, 2015, meeting was reviewed. After review, Trustee Tedeschi made motion to accept the 8/19/15 minutes. Trustee Kipp seconded the motion. Vote was unanimous.

Review of Warrant 1290

Warrant 1290 was reviewed. After review, Trustee Tedeschi made motion to execute warrant 1290. Trustee Kipp seconded the motion. Vote to execute the warrants were unanimous.

Execute 90-Day Late Letters: Bouchard, Brewer, Cusumano, Moore, Myshrall, Watts, McQuade (Sprucewold Lodge), Sprauge, and Jolley

Trustee Tedeschi reviewed and executed the letters.

Execute Demand Letters: Spear, Bank of Maine, YMCA, Stover, Brown, Trottier, Brown, Roberts, and Barter

Trustee Tedeschi reviewed and executed the notices.

Execute Sewer Lien Discharges: Nichols (7)

Trustee Tedeschi reviewed and executed the lien discharges.

Execute Certificate of Commitment for 9/2/15 Billing:

Trustee Tedeschi made motion to execute the Certificate of Commitment for the 9/2/15 billing. Trustee Kipp seconded the motion. Vote to execute was unanimous.

Update Signature Cards: – The First:

The Trustee Tedeschi executed the new signature card for the First. A form was missed from the prior meeting.

Execute Entrance Application: Julie Krug, 8 Southern Way (McKown Point) West Boothbay Harbor

The Trustees executed the entrance application for the above located at 8 Southern Way off McKown Point Road.

August 2015 Financial Reports:

The superintendent distributed the August 2015 monthly financials and balance sheets. Trustee Kipp questioned why the 4000 line, User Charges Residential, is down by \$21,955 or 9% YTD. The superintendent had no answer, but will check into it. The superintendent explained the overages for the maintenance lines.

Old Business:

The Superintendent reported on the following:

- A. The superintendent advised SGC was on site 8/21/15. The online GIS has been ordered and the system should be ready for use by month's end.
- B. Website Development: Nothing to report.
- C. NPDES Discharge Permit Renewal – The final draft has been received and comments will be forwarded to DEP.
- D. Grit System – the superintendent reported Mark Allenwood will be onsite 9/4/15, and discuss the report and costs.
- E. St. Andrews Entrance Fee – Nothing to report.
- F. Oak Grove Condo Billing – Nothing to report.
- G. 2015 Maintenance Bond, The First – The superintendent reported the bond has been expended and the monthly payments will start in October 2015.

Handwritten signatures and initials at the bottom right of the page. There are three distinct sets of marks: a signature that appears to be 'BK', another signature that appears to be 'HMF', and a large checkmark followed by initials 'V' and 'OP'.

- H. Conversion to QuickBooks – Payroll, etc.: The superintendent reported the painful conversion from Sage to QuickBooks is complete. Payroll is now done online through Intuit and the payroll checks are deposited directly to the employee's account. Credit Card payments from users were discussed.

New Business:

- A. September 16, 2015 Meeting: The superintendent reported he will not be available for the meeting on the 16th. The superintendent will be attending the annual wastewater convention at Sunday River. The Trustees concurred to cancel the meeting. The next meeting will be October 7, 2015.
- B. Meeting with DOT: The superintendent reported he is meeting with engineers from the Me DOT regarding next year's upcoming paving project. The superintendent reported the area includes Route 27 from Route 96 to Southport. The District has many manholes that will need to be raised during this project. The superintendent is hoping to be able to develop a budget for this work.
- C. Golf Course Entrance Project – the superintendent advised PGC, LLC is planning on installing the turning lane and reconfiguring the area in front of the course. The superintendent received drawings and two manholes are in the travel area. The engineer was contacted and advised the superintendent the manholes should not need any modification. However, if they do need modification, the contractor would be responsible. District personnel will monitor the work.
- D. 2016 Budget – Capital Projects, Rates – The superintendent advised budget work has started for the 2016 budget. Capital projects are being evaluated. Once completed, rate projections will be performed. Anticipated budget workshops are set for November 4, 18, and December 2. The budget public hearing is set for December 16.

Public Comment:

None

Correspondence:

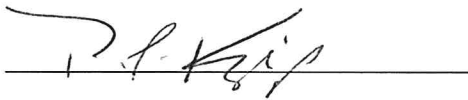
- 1) The Board reviewed the favorable July 8, 2015, plant inspection report submitted by DEP. The superintendent advised the DEP recommendations have been instituted.
- 2) Clarkson Kelp Email - The superintendent advised receipt of the Shane Rodgers email regarding the kelp work. The email contained a draft master's thesis from a grad student. The thesis described the nutrient uptake of the kelp and gave



preliminary size data for the amount of kelp required to take up a pound of nitrogen. The data was very favorable and further study is forthcoming.

Adjourn Regular Business Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Stormont made that motion and Trustee Tedeschi seconded the motion. The vote was unanimous. The regular business meeting ended at 5:46 p.m.

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Deryl Kipp, Chairman


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

A handwritten signature in cursive script, appearing to read "D. Kipp", is written over a horizontal line.

Deryl Kipp, Chairman

A handwritten signature in cursive script, appearing to read "Henry Tedeschi, Jr.", is written over a horizontal line.

Henry Tedeschi, Jr., Treasurer

A handwritten signature in cursive script, appearing to read "James Stormont", is written over a horizontal line.

James Stormont, Clerk