

**DATE: October 5, 2016**

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

Attendees:

Deryl Kipp  
Henry "Ted" Tedeschi - Absent  
James Stormont  
Chris Higgins

**Call the Regular Business Meeting to Order:**

Trustee Kipp called the meeting to order at 4:55 PM.

**Review of the Minutes of September 14, 2016**

The minutes of the September 14, 2016, meeting was reviewed. After review, Trustee Stormont made motion to accept the 8/14/16 minutes as presented. Trustee Kipp seconded the motion. Vote was unanimous.

**Review of Warrant 1314**

Warrant 1314 was reviewed. After discussion, Trustee Kipp made motion to execute the warrant. Trustee Stormont seconded the motion. Vote to execute the warrant was unanimous.

**Execute Notice and Demand for Payment Letters:** JLB Realty, Brown, Weiss, Farrin, Hamlin, Sharon, Shields, Taylor, and Upham.

The Trustees reviewed the letters. Trustee Tedeschi will execute at a later date.

**Execute Lien Certificates:** Brewer, Engert, Spencer, JLB Realty, and Paquette

The Trustees reviewed the Certificates. Trustee Tedeschi will execute at a later date.

**Execute Lien Discharges:** Brewer (4)

The Trustees reviewed the discharges. Trustee Tedeschi will execute at a later date.

**Execute 60-Day Late Letters:** Barter/Stover, Carolin, Dunculus, Inc., Field, Harbour Towne Inn, Khalsa, McNutt, Murry Hill, Nadeau, Nichols, Ronan, Thistle Inn, Watts.

The Trustees reviewed the letters. Trustee Tedeschi will execute at a later date.

**Execute Entrance Application – None.**

**Execute Certificate of Commitment for October 3, 2016, Billing:**

After review Trustee Stormont made motion to commit the billings to the Treasurer for collection. Trustee Kipp seconded the motion. Vote to commit was unanimous and the Trustees executed the Commitment Certificate.

**September Financial Reports:**

The superintendent distributed the September 2016 Balance Sheet, and the September P & L Statement. The superintendent reported the line items are consistent with budget values. The Superintendent reported a transfer of funds (\$50,000) from the 1300 account into the checking for coverage of the \$200,000 MMBB payment. The superintendent reported the next three billings will refund the monies.

**Old Business:**

1. Grit System Update – the superintendent reported the installation of the mechanical portion is 70 percent complete. There was a delay with some fittings shipments. Electrical has started. Start-up is targeted for mid-November.
2. Union Street Pump Station Project – The superintendent reported 75% construction drawings have been received for review. Some revisions were required and have been submitted by the District for WP review. The superintendent advised a P.O. would need to be issued to AEC to release the one-line drawings for the control panels.
3. Plant and Collection System Operations
  - A. The superintendent reported work has been routine since the last meeting.
4. Plant Influent Hydraulic Study – Nothing to report.
5. Plant Resiliency Study – Nothing to Report
6. Website Update – the superintendent reported the website is being utilized by customers. There were 58 new uses since the last meeting. The superintendent reported there are now 120 direct debit customer and 204 email customers.
7. Sludge Group RFP – The superintendent reported the Sludge RFP came back and Casella was the apparent low bidder. The superintendent advised the

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trustees to accept the proposal from Casella for the fixed price of \$59.00 per ton delivered by the District. The Trustees agreed. The superintendent will advise Casella and ask them to forward a contract for services to review.

8. Roads End Station Failure – The superintendent reported nothing has been received by the District from DEP.
9. Foot Bridge Station Bushes – The superintendent reported the bushes have been removed and the fence installed. The Rowe sisters are very pleased with the work.
10. Evaluation of Capital Island and Squirrel Island Effluent Odor Study – The Superintendent reported WP has started accumulating pump station run data and assessing flow rates through the force mains.
11. Deposit Account Options & Signature Documents – As direct by the Trustees, the superintendent contact Brenda Blackman of the First. The First agreed to change the interest rate on all the savings accounts to 1.0% for one year and 0.4% thereafter. The Trustees were very pleased. The superintendent distributed account signature documents for the trustees to update. Trustee Kipp and Stormont executed the documents. Trustee Tedeschi will execute at a later date.
12. Roundabout – Sebago Technics – Nothing to Report.

#### **New Business**

1. November Meeting Dates – The superintendent reminded the Trustees budget workshops will start October 19 and run through November 21. The public hearing for the budget and rates will be December 7. The superintendent advised the notices have been sent to the Register and are on the District website.

#### **Correspondence**

1. Richard Shea – 15 Atlantic Avenue – Mr. Shea called the office on 9/29 and complained of the sewer fees assessed to the Condo Association. The Superintendent responded via regular mail (letter attached). The trustees concurred with the superintendent's response No other action was taken.
2. Nancy and Sue Rowe – Footbridge – The superintendent reported the Rowe sisters are very pleased with the District's work at the Footbridge. (Note attached).

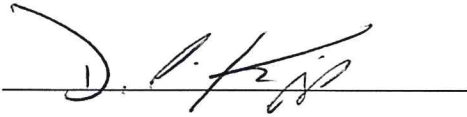


**Public Comment:**

None

**Motion to Adjourn the Regular Meeting:**

Trustee Kipp asked for a motion to adjourn. Trustee Stormont made motion to adjourn meeting. Trustee Kipp seconded the motion. The regular meeting adjourned at 5:40 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.

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Deryl Kipp, Chairman

ABSENT

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Henry Tedeschi, Jr., Treasurer

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James Stormont, Clerk