

**DATE: October 1, 2018**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting/  
First Draft 2019 Budget Workshop**

Attendees:

Deryl Kipp                      Mary Lee Brown  
Jim Stormont  
Sam Morris  
Chris Higgins

**Regular Business Meeting to Order:**

Trustee Morris called the regular business meeting to order at 5:00 PM.

**Review of the Minutes of September 17, 2018**

The minutes of the September 17, 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 1362**

Warrant 1362 was reviewed. After discussion, Trustee Morris made motion to execute the warrant. Trustee Stormont seconded the motion. Vote to execute the warrant was unanimous.

**Execute 60-Day Late Letters: None**

**Execute Notice and Demand for Payment: None**

**Execute Lien Certificates: None**

**Execute Lien Discharges: Farrin**

**Execute Impending Foreclosure Notice(s): None**

**Commitment of the 10/1/18 Billing:**

After review, Trustee Morris made motion to commit the billing of 10/1/18 to the treasurer for collection. Trustee Kipp seconded the motion. Motion passed.

*Handwritten signatures and initials in blue ink, including "Yes" and "D. Kipp".*

**Execution of Entrance Application – None**

**Mary Lee Brown – West Harbor Pond Condo Association –**

The superintendent introduced Ms. Brown to the Board. Ms. Brown explained she was the manager for the West Harbor Pond Condo Association and was here to inquire about the 2019 sewer rates as the WHPA annual meeting was coming up in a couple of weeks. The superintendent read the email sent in by Ms. Brown's office. The superintendent noted there were several erroneous assumptions made in the letter. The superintendent explained how the rates were calculated, what they are based on, and why all customers must pay a minimum bill whether the property is occupied or not. After discussion Ms. Brown was satisfied and assured the WHPA would not be realizing a 30% increase in their sewer rates. Ms. Brown thanked the Board and advised the District was doing a great job and continue the great work.

**Old Business:**

1. Union Street Pump Station Project – The superintendent reported the final pay application is still in process. The superintendent reported the District is still waiting on Sargent Corporation. The superintendent reported Gordon Goldsmith (property owner next where the station is located) advised of lawn damage. Goldsmith reported Sargent made several attempts to repair the lawn area with no luck. The superintendent forwarded the punch list item to Wright Pierce for inclusion and repair. The superintendent reported the receipt of the record drawings for the project have arrived.
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 for Emery Lane Pump Station. The superintendent advised he had contacted Stevens Electric to see where the status of the quote is. He did hear back, and Stevens is trying to nail down CMP. St. Andrews Village has committed 70K for the project.

The superintendent reported the disinfection season is now done for the year. The system is now dormant until next spring.

The superintendent reported the new polymer make up system is onsite. Hopefully the unit will be installed in the coming weeks.

The superintendent reported an overflow at the Commercial Street Station. The overflow occurred sometime after 1500 hrs. on 9/27 and lasted until 0850

hrs. on 9/28. DEP was notified on 9/28. The cause of the overflow is under investigation and a full report will be forwarded to DEP.

The superintendent reported full system wide jetting work is to begin the week of October 8. In addition, infrared asphalt manhole repair is slated to begin that week as well.

The superintendent advised the head collection system operator experienced a medical emergency on 9/28 and his work status is not known at this time. In addition, the collection system tech's family is expecting their first born in the very near future. Depending on how things play out, staffing may be an issue and some working may have to be delayed.

All other work was routine.

3. Signal Point Odor Issues – None.
4. Plant Influent Hydraulic Study – Nothing to Report.
5. Website – Nothing to report.
6. The Board awarded Aroostook Fence the award of \$25,825 for the plant fence work. The only other proposal received was from Main Line Fence - \$26,274. Aroostook Fence work commence work in late November.
7. Route 96 Sewer Replacement Project – Nothing to Report.
8. Fairpoint/Crooker Damage Claim – Nothing to Report.
9. Charter Review – The superintendent will check in with Jim Katsiaficas.
10. Water District Meter Reading Fee - The superintendent reported he had met with the Water District manager to discuss the labor rate portion of the Meter Reading Fee. After discussion, the new rate for water meter readings will be \$4.37 per reading. The superintendent advised an agreement will be drafted using this amount as a baseline. The superintendent advised this fee will show on the sewer district bills as a separate line item and be a pass through so not to affect sewer district user rates.
11. Efficiency Maine Lighting Project – The superintendent reported the plant and office lighting project has commenced with the garage and office lighting upgrade completed. The plant will be next on the list.
12. Utility Truck Proposals - The Board awarded the proposal to Hight Dodge - \$73,125.00. There were three other proposals received for consideration:

*Handwritten initials: MK and YCS*



Hight GMC - \$76,446.38, Newcastle - \$75,557.00, and O'Conner - \$76,785.00. The superintendent advised the truck may arrive sometime in December.

13. Office Computer Upgrade – The superintendent advised Burgess Computer has completed the upgrade and a few bugs are being worked out.
14. The First Investments – CD's: The superintendent The First has established the reserve accounts within the 36-month CD instrument and signature cards will need to be executed at the bank.
15. The superintendent advised Vic Krea of Wright-Pierce started the review the superintendent's calculations on the 2019 Rate Analysis, Cost Allocation of BOD, TSS, and Flow, and the Projected Need Analysis for the next 8 years. All the mentioned will have a direct impact of rates in the upcoming years. The superintendent advised the CIP is on target and reserves are funding at adequate levels.
16. Execute Drawdown 2, 2018 Maintenance Bond – The trustees reviewed the drawdown for the Massachusetts Road pump station control panels. After review, the treasurer executed the drawdown.
17. Plant Building Security – The superintendent reported he had received one proposal from Mid Coast Locksmiths for the upgrading and replacement of the door locksets/crash bars. The estimate is \$8,180.00. The superintendent advised he is waiting on another proposal from vendor in Lewiston.

**New Business:**

1. September 2018 Financial Reports - The superintendent distributed the financial reports as of 9/30/18. The superintendent reported the District is in outstanding position and the budget is on target for this time of year. The trustees reviewed the reports with no action taken.
2. 2019 Budget Workshop – 1<sup>st</sup> Draft - The superintendent distributed a first draft of the 2019 Budget and Rates. The superintendent advised the revenue side of the budget and corresponding rates were not complete but wanted to get the expense side to the Board for their review. During the review, the superintendent advised the budget is essentially a flat maintenance budget and should not drastically affect rates. The superintendent is hopeful the rate review will be completed by the next workshop. The next workshop date is October 15. The public hearing on the 2019 Budget and Sewer Rates will be November 19.



**Correspondence:**

None

**Public Comment:**

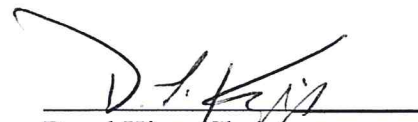
None

**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 1823 hours.

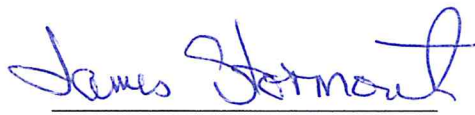
  
Deryl Kipp, Chairman

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

  
Deryl Kipp, Chairman

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Sam Morris, Clerk

  
James Stormont, Treasurer