

DATE: October 15, 2018

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

Attendees:

Deryl Kipp
Jim Stormont
Sam Morris, Absent
Chris Higgins

Regular Business Meeting to Order:

Trustee Kipp called the regular business meeting to order at 5:23 PM.

Review of the Minutes of October 1, 2018

The minutes of the October 1, 2018, meeting was reviewed. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Kipp seconded the motion. Vote was unanimous.

Review of Warrant 1363

Warrant 1363 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 60-Day Late Letters: Barter/Stover, DePaola, Field III, Greenleaf, Lloyd, Moore, Baldwin, Gudroe, BRES, and Watts

Trustee Stormont reviewed and executed.

Execute Notice and Demand for Payment: Lincoln Health, McMahon, Correa, Curtis House, Farrin, Freeman, Hinds, Lyons, Nichols, and Norton

Trustee Stormont reviewed and executed.

Execute Lien Certificates: Engert

Trustee Stormont reviewed and executed.

Execute Lien Discharges: Shields

Trustee Stormont reviewed and executed.

Execute Impending Foreclosure Notice(s): None

Execution of Entrance Application – Eldercare Network (Old Kenniston Hill Inn Bldg.)

The superintendent advised the Eldercare Network submitted the entry fee payment for the new service. However, the permit application will be submitted at a later date.

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 to complete punch list items. The superintendent reported Sargent sent a landscaper to the Gordon Goldsmith property to repair the lawn. Sargent reported Milliken Brothers will be onsite next week to repair the electrical to the Shane Riley sign in front of the station.
2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting, advised the disinfection system was shut off on October 1 and the system cleaned and rinsed, the disinfection and dechlorination pumps were serviced.

The superintendent advised Toxicity Testing has commenced this week. This is a permit required function that occurs once every five years and takes place each quarter in the year prior to permit renewal.

The superintendent advised jetting activities have been postponed until the manpower issue has stabilized.

The superintendent reported he had contacted Stevens Electric to see where the status of the quote is. He did hear back, and CMP will not attach a three-phase bank of transformers to the existing pole where the current service originates. CMP is requiring the District use the pole before or after the existing service pole. This means a new service will have to be installed and a road crossing be performed to get power to the station. The superintendent reported the bad news to St. Andrews Village. The superintendent will seek an estimate for the new required work. St. Andrews Village has committed 70K for the project.

The superintendent reported the Commercial Street Station overflow report was forwarded to DEP. The superintendent advised he has not heard from DEP regarding the incident.

The superintendent reported the infrared asphalt manhole repair was completed. 28 manholes were repaired in 2 days.

The superintendent reported Crooker will be grinding Lakeview Road next week. Several manholes will have to be lowered and then rebuilt when the asphalt is applied.

The superintendent reported the Footbridge Station is down to one pump. Pump #2 was pulling 70 amps on start-up. The start capacitors were replaced, and the issue still existed. The cause was found to be a faulty potential relay in the start circuit. A new relay has been ordered.

All other work was routine.

3. Signal Point Odor Issues – None.
4. Plant Influent Hydraulic Study – Nothing to Report.
5. Website – The Office Manager reports \$359.15 has been saved in postage by using email billing. There are now 196 direct debit customers and 244 email customers. The Facebook page has had 82 visits in the past month and the website has had 141 new visitors for the same period.
6. Route 96 Sewer Replacement Project – The superintendent reported 95% design drawings and an associated estimate have been received and are under review. Once the internal review is completed, a meeting with Wright-Pierce will occur to discuss any changes to the design.
7. Fairpoint/Crooker Damage Claim – Nothing to Report.
8. Charter Review – The superintendent will check in with Jim Katsiaficas.
9. Water District Meter Reading Fee - The superintendent reported he has not received a draft agreement for review yet.
10. Efficiency Maine Lighting Project – The superintendent reported the plant and office lighting project is complete for the garage and office. The Efficiency Maine reimbursement documentation has been submitted. The plant lighting upgrade has been preapproved by Efficiency Maine. Work should begin in the coming weeks.
11. Utility Truck Proposals - The superintendent advised letters of rejection and approval were sent to the truck vendors.

12. 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. The superintendent advised Krea reported the rate analysis and calculations used by the superintendent are correct and the proposed rates are accurate.
13. Plant Building Security – The superintendent reported he has not received the other proposal from the Lewiston firm. The superintendent advised the proposal from Mid Coast Locksmiths for the upgrading and replacement of the door locksets/crash bars be accepted. The estimate is \$8,180.00. The Trustees agreed and advised the superintendent to proceed with Mid-Coast Locksmiths.

New Business:

1. **Maintenance Bond 2019** – The superintendent asked the trustees to authorize the maintenance bond for 2019. The superintendent advised the authorization will keep the district inline with the district's CIP. After discussion, Trustee Stormont made motion to authorize the \$150,000.00 maintenance bond and authorized the district superintendent to contact the First and procure the documents for execution at the next meeting. Trustee Kipp seconded the motion. Vote was unanimous.
2. **2019 Budget Workshop #2 – 2nd Draft** - The superintendent distributed a second draft of the 2019 Budget and Rates. The superintendent advised the revenue side of the budget and corresponding rates were complete and a 3.305% increase proposed.

During the revenue review, Trustee Kipp was concerned the revenue projections were slightly inflated based on past performance. Trustee Stormont agreed and suggested the lines be reduced slightly. The lines were reduced and were updated in the 3rd draft of the 2019 Budget documents.

All other line items were discussed with little or no changes made. Trustee Stormont advised he would like to discuss payroll with the full board present. Trustee Kipp agreed. Payroll will be reviewed at a later date when the full board is present. After the changes the proposed budget increased 3.5% pending payroll adjustments.

The 3rd draft will be reviewed at the next workshop meeting scheduled for November 5, 2018, at 5:00 p.m.

Correspondence:


1. The superintendent advised the Trustees he had been in contact with JE Knight Company regarding a review of the District's workers compensation insurance. In doing so, Manie Municipal is required to be notified. That notification is contained in the correspondence.
2. Hight Chrysler – The superintendent advised the acceptance letter was sent to Hight for the new utility truck.

Public Comment:

None

Adjourn Meeting:

Trustee Kipp made a motion to adjourn. Trustee Stormont seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1842 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

ABSENT

Sam Morris, Clerk



James Stormont, Treasurer