

DATE: October 16, 2017

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting
and 2018 Budget Workshop #1**

Attendees:

Deryl Kipp
Jim Stormont
Sam Morris
Chris Higgins

Regular Business Meeting to Order:

Trustee Kipp called the regular business meeting to order at 5:05 PM.

Review of the Minutes of October 2, 2017

The minutes of the October 2, 2017, meeting was reviewed. After review, Trustee Stormont made motion to accept the October 2, 2017 minutes as presented. Trustee Kipp seconded the motion. Vote was unanimous.

Review of Warrant 1339

Warrant 1339 was reviewed. After discussion, Trustee Stormont made motion to execute the warrant. Trustee Kipp seconded the motion. Vote to execute the warrant was unanimous.

Execute 60-Day Late Letters: Colette & Michael, DePaola, Field, Greenleaf, Lloyd, Nichols, Ryan, Starankewicz

After review, Trustee Stormont signed the letters.

Execute Notice and Demand for Payment: None

Execute Lien Certificates: None

Execute Lien Discharges: Corrected for Norman Smith

After review, Trustee Stormont executed the revised lien release. The revised release was needed due to the previous release having the wrong Registry page number attached.

Old Business:

1. Union Street Pump Station Project – The superintendent reported the Project began October 11. Test Pits, temporary force main, and by-pass pumps have been installed. Traffic was rerouted for one day during the Oak Street install of the temporary main. There was one issue with a parked vehicle in the work area. The vehicle was towed. The police Chief contacted the superintendent regarding the issue. The PD would like to see better signage placed at least 24 hours prior to rerouting traffic. The superintendent spoke to Sargent Corporation about the issue and they will have signs made up. The superintendent reported issues with the bypass pump system. The units kept losing their prime. The contractor is going back to the vendor.
2. Plant and Collection System Operations: The superintendent reported typical and normal plant operation. The collection system crew is jetting lines and cleaning wet wells. The superintendent reported a new pump was ordered for the Footbridge.
 - A. Footbridge Alley Way ROW – Nothing to Report
 - B. Bowling Alley Parking Lot – Nothing to Report.
 - C. Signal Point Odor Issues – The superintendent reported he discussed the Wright-Pierce evaluation proposal with Chris Dwinal and expressed the District's dismay with the cost. Wright-Pierce will resubmit. The superintendent reported he spoke with Bob Bowker of Bowker Associates in Portland regarding the same. Bowker will come and look over the plant and submit a proposal for evaluation as well. The Superintendent expects that to occur the week of October 23.
 - D. Lab/Operator Position – The superintendent reported Jolene Greer is training and doing a fine job.
3. Plant Influent Hydraulic Study – The superintendent reports the pump runtime data assimilation and review is complete. The Plant flow and rainfall data for the periods 1995 to present is being added.
4. Website – Nothing to report since the last meeting.
5. Golf Course Phase 2 – Work on the Sports Pavilion is progressing and a 2018 opening is expected. The superintendent reports the entry application is still outstanding.
6. Roundabout Project Update: The superintendent reports work on the manhole cones is complete and the other manholes lowered and plated until spring.

7. Trustee Charter Questions – The superintendent reported all the documents have been sent to Bill Fletcher for his review and opinion. No word back as of this meeting.
8. Fairpoint/Crooker Damage Claim – Crooker has requested an informal hearing with MPUC. This has been scheduled for November 2 and Crooker has asked we attend.

New Business:

1. Maintenance Bond 4 Documentation: The superintendent requested authorization to proceed with the procurement of the Maintenance Bond documentation for the \$150,000 Maintenance Loan/Bond 4. The superintendent reminded the Trustees that the bond was necessary to cover the overage of the Union Street Project due to the elevated bid prices received. The remainder of the Loan/Bond will cover other small capital work during 2018. After discussion, Trustee Stormont made motion to authorize the superintendent to contact The First and proceed with the loan documentation for Bond 4. Trustee Kipp seconded the motion. Vote was unanimous. The superintendent will contact Brenda Blackman to procure the documents for execution.
2. Appointment of Sam Morris to Position of Trustee: Mr. Morris has expressed interest in serving the remainder of the term vacated by Henry Tedeschi, Jr. Tedeschi relocated to Tennessee. The trustees may appoint any resident of the District that is a registered voter for the governor's race to serve out the remainder of the vacated term until the next Town meeting. Mr. Morris is eligible to serve until May 2018, at which time; Mr. Morris will be required to circulate nomination papers to be included on the 2018 ballot. After discussion, Trustee Stormont made motion to appoint Sam Morris to fill the vacated position of Clerk on the Board of Trustees. Trustee Kipp seconded the motion. Vote was unanimous. The superintendent will advise the Boothbay Harbor Town Clerk of the appointment and arrange for Mr. Morris to be sworn in. Welcome Mr. Morris.
3. 2018 Budget Workshop – First Draft – Trustee Kipp opened the 2018 Budget Workshop. Trustee Kipp noted no members of the public attended. The superintendent distributed the first draft of the 2018 Budget, the Proposed Schedule of Rates, the Rate Determination, Projected Need Analysis, and the 10-Year CIP Plan.

The superintendent explained the proposed 2018 Budget increased 2% and the associated sewer rate need showed an increase of 9.9%. The need for the rate increase was to fund new debt retirement of the Union Street Pump Station

Project and the funding of Maintenance Bond 4 debt. The new debt was forecasted in the 10 Year CIP and the rate impact was outlined in the 10-Year Projected need Analysis. The superintendent explained his rationale for conservative revenue projections and based the budget requirements on the conservative estimates.

The Trustees reviewed the budget line item by line item. After review, Trustee Stormont advised the revenue estimates could be adjusted higher to reflect the proposed rate increase. The trustees agreed to take a closer look at the revenue projections and budget line items at the next Workshop scheduled for October 23, 2017. No other action was taken.

Correspondence:

1. Brewer and Associates 2017 Audit Engagement Letter: The superintendent distributed the letter for review. After review, Trustee Kipp made motion to engage Brewer and Associates to perform the 2017 financial audit of the District. Trustee Stormont seconded the motion. To vote engage Brewer and Associates was unanimous.

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 6:10 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

Sam Morris, Clerk

A handwritten signature in black ink, appearing to read "James Stormont", written over a horizontal line.

James Stormont, Treasurer