

DATE: October 19, 2016

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp
Henry "Ted" Tedeschi
James Stormont
Chris Higgins
William Logan, Esq. – Soule, Soule, and Logan

Call the Regular Business Meeting to Order:

Trustee Kipp called the meeting to order at 5:06 PM.

Review of the Minutes of October 5, 2016

The minutes of the October 5, 2016, meeting was reviewed. After review, Trustee Stormont made motion to accept the 10/5/16 minutes as presented. Trustee Tedeschi seconded the motion. Vote was unanimous.

Review of Warrant 1315

Warrant 1315 was reviewed. After discussion, Trustee Tedeschi made motion to execute the warrant. Trustee Stormont seconded the motion. Vote to execute the warrant was unanimous.

Execute Lien Discharges: Russell and Brewer (4)

The Trustees reviewed the discharges. Trustee Tedeschi executed the lien discharges.

Old Business:

1. Grit System Update – the superintendent reported the electricians are due back on the 25th and 26th. Once they are done their work, the District can arrange for vendor start-up.
2. Union Street Pump Station Project – Nothing to Report.
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 there were 31 new uses since the last meeting.
7. Roads End Station Failure – The superintendent reported nothing has been received by the District from DEP.
8. Evaluation of Capital Island and Squirrel Island Effluent Odor Study – Ongoing
9. Roundabout – Sebago Technics – Nothing to Report.

New Business

1. RUS Bulletin 1780-27 – Loan Resolution for the Union Street Pump Station Upgrade Project: The superintendent distributed RD 1780-27 for the Trustees review and consideration. 1780-27 describes the loan terms for the Project. The loan amount will be \$450,000 @ an interest rate not to exceed 2.25%. After review, trustee Stormont made motion to accept the terms of RD 1780-27. Trustee Tedeschi seconded the motion. Vote was unanimous and none opposed.
2. RUS Bulletin 1780-12 – Grant Funding for the Union Street Pump Station Upgrade Project. The superintendent distributed the draft of 1780-12. The draft stated the District will receive \$150,000 in grant funds for the Union Street Pump Station Upgrade Project. The grant funds will be available once the loan funds from 1780-27 are depleted. Trustee Tedeschi made motion to accept the terms of 1780-12. Trustee Stormont seconded the motion. Vote to approve and accept the conditions set for in 1780-12 and to execute 1780-12 when final copy is received was unanimous and opposed none.
3. District Resolution - Trustee Stormont made motion to propose the following resolution - BE IT RESOLVED that the Board of Trustees of the Boothbay Harbor Sewer District hereby resolves and approves and accepts in all respects, a proposed loan of \$450,000 at an interest rate not to exceed Two and One Quarter percent (2.25%) for a period of forty (40) years, from USDA Rural Development, for the purposes of a sewer upgrade project in accordance with Loan Resolution (Public Bodies) RUS Bulletin 1780-27 and a proposed grant in the amount of \$150,000 in accordance with Grant Agreement RUS Bulletin 1780-12 and the Resolution of the Board of Trustees to authorize the Chairman and Clerk of the Board of Trustees to deliver all documents, and to take any and all actions necessary to carry into effect such financing,

including, but not limited to, Form RD 400-1, Equal Opportunity Agreement, and Form RD 400-4, Assurance Agreement.

RUS Bulletin 1780-27 was presented and voted upon as follows:

Yeas 3 Nays 0 Absent 0

The "Resolution of the Board of Trustees of the Boothbay Harbor Sewer District" pertaining to the Rural Development Grant was presented and voted upon as follows:

Yeas 3 Nays 0 Absent 0

Trustee Tedeschi seconded the motion on the proposed resolution. Vote in favor was unanimous 3 yes and 0 opposed. See RD – Union Street File for documents.

4. William Brewer Audit Service – The trustees reviewed William Brewer's Audit proposal. After review Trustee Stormont made motion to accept the proposal and engage the services of William Brewer for the 2016 audit. Trustee Tedeschi seconded the motion. Vote was unanimous.

Enter Executive Session Pursuant to Title 1, Chapter 13, §405.6.E, Legal Consultation:

Trustee Stormont made motion to enter executive session at 17:21 hrs. Trustee Tedeschi seconded the motion. Vote was unanimous. The trustees came out of executive session at 17:47 hours and returned to the regular business meeting. No action was taken.

Correspondence

1. Mark Skinner – 117 Commercial Street – Billing Change Request - Mr. Skinner asked for consideration in the reduction of two units to one unit for billing purposes. Mr. Skinner's property has two apartments, but only one is used by him and his wife for four months of the year. After discussion, the trustees decided to maintain consistency with the district definition of a unit for billing purposes. The trustees directed the superintendent to correspond with Mr. Skinner advising him of the decision to remain at 2 units.
2. Mitch Weiss – 53 Atlantic Avenue – The trustees reviewed Mr. Weiss's request for an abatement due to an apparent running toilet. Because the water entered the sewer, the Trustees decided to require payment for treating the water. The Trustees directed the superintendent to advise Mr. Weiss that he is liable for payment of the usage.



3. William Logan – Qualified Sewer District Opinion – The trustees reviewed Logan’s opinion as it relates to Title 38 Chapter 10 Subsection 1050.

2017 Budget Workshop – 1st Draft

The superintendent distributed the 1st draft of the 2017 Budget. In addition, the superintendent distributed copies of the CIP, Projected Need spreadsheet, and 2017 proposed Rate analyses spreadsheet.

The superintendent briefly explained the budget and the changes to it. The overall budget is up 2%. The proposed rates included a 9.9% increase to maintain the capital improvement program schedule.

After the brief discussion, Trustee Stormont advised the board take the budget home and digest it and meet on 10/26/16 to informally discuss the budget. The trustees agreed. The next formal workshop is scheduled for 11/2/16 at 5:00 p.m. The superintendent will forward a copy of the CIP via email prior to the 10/26 session. No other action was taken at this time.

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 18:20 p.m.

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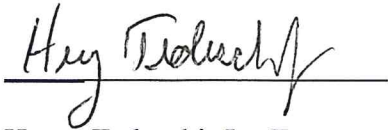
Deryl Kipp, Chairman

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

A handwritten signature in black ink, appearing to read 'D. Kipp', written over a horizontal line.

Deryl Kipp, Chairman

A handwritten signature in black ink, appearing to read 'Henry Tedeschi, Jr.', written over a horizontal line.

Henry Tedeschi, Jr., Treasurer

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

James Stormont, Clerk