

**DATE: October 21, 2015**

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

Attendees:

Jim Stormont  
Henry "Ted" Tedeschi  
Chris Higgins  
Deryl Kipp  
Cheryl Nelson – Mill Cove Resident (58 West Street)

**Call to Order**

Chairman Kipp called the meeting to order at 4:57 PM.

**Review of the Minutes of October 7, 2015**

The minutes of the October 7, 2015, meeting was reviewed. After review, Trustee Stormont made motion to accept the 10/7/15 minutes. Trustee Tedeschi seconded the motion. Vote was unanimous.

**Review of Warrant 1293**

Warrant 1293 was reviewed. After review, Trustee Tedeschi made motion to execute the warrants. Trustee Stormont seconded the motion. Vote to execute the warrants were unanimous.

**Execute Sewer Lien Discharges: Cynthia Spear Sharon**

Trustee Tedeschi reviewed and executed the lien discharges.

**Execute Notice of Impending Foreclosure: Sprucewold Lodge (2)**

Trustee Tedeschi reviewed and executed the notice of impending foreclosures.

**Cheryl Nelson, 58 West Street:**

Ms. Nelson requested to be placed on the agenda to follow-up with the Trustees on the progress tree planting along the north side of the plant property. Ms. Nelson's first meeting with the Trustees was April 15, 2015. Ms. Nelson's request for the tree planting was to provide an aesthetic buffer to enhance the view from her property across the cove. Ms. Nelson purchased the 58 West Street property in December of 2013.

The Trustees provided Ms. Nelson with information from their fact finding regarding tree planting. It was reported, a cost of \$5,000 per tree from the Boothbay Region Greenhouse. Approximately eight to ten would be needed to provide an adequate buffer to minimize visual impact from the Nelson property. The superintendent advised all, trees could not be planted inside the existing fence line due to the potential for root intrusion into the sewer and stormwater lines that parallel the fence area. Ms. Nelson questioned the cost per tree as high. Ms. Nelson indicated trees could be purchased for \$1,000 per tree. The trustees advised Ms. Nelson current priorities were not for tree planting, but for equipment and infrastructure maintenance. Ms. Nelson thanked the trustees for their time. No other action was taken.

**Maine Payport:**

The superintendent provided the Trustees with the Maine Payport contracts. Maine Payport will allow customers to pay their sewer bill with a credit card online via the State of Maine Payport Portal. The District will have a terminal onsite for customers who come in the office to pay with a credit card. The cost to use Maine Payport is 2.5% per transaction and the customer is charged that amount by the State of Maine. The only cost to the District is a one-time \$85.00 fee for the onsite terminal and an annual \$15.00 renewal fee for encryption services. Trustee Stormont asked about the opportunity for customers to automatically have their card charged for a bill. The superintendent did not have that answer and will ask Maine Payport to see if that service is available. After discussion, Trustee Tedeschi made a motion to execute the contract. Trustee Stormont seconded the motion. Vote to execute was unanimous.

**Old Business:**

The Superintendent reported on the following:

- A. GIS – nothing to report.
- B. Website Development – nothing to report.
- C. Grit System – The RFP for the equipment is being developed. The superintendent asked the Trustees to approve a \$1,000 expenditure to repair the existing grit trough until the new equipment was installed. After discussion, the Trustees authorized the superintendent to move forward with the repair.
- D. 2016 Budget/Rates - The superintendent advised the budget is close to completion. Preliminary rates will increase 9.9%. The superintendent advised the Board will have the 1<sup>st</sup> draft prior to the November 4 meeting.
- E. Tom Churchill Entrance Application – Trustee Stormont spoke with Mr. Churchill regarding the payment of the entry fee for the new house on Old Quarry

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Lane. The superintendent did not think a fee was required because an existing connection was being replaced with a new structure. Trustee Stormont was under the impression that an additional living area was being connected. The Board instructed the superintendent to follow-up with Mr. Churchill to clarify.

**New Business:**

- A. Boothbay Harbor Country Club – The superintendent reported the BBHCC is planning phase 2 of the development. Sebago Technics is the principle engineering firm. Sebago has contacted the District regarding backwash water from the proposed 2 new pools (see attached email below). The superintendent will forward information as it becomes available.
- B. Winter Meeting Schedule – Chairman Kipp advised he will be out-of-state from the second week of December until the first week in April. Chairman Kipp will be available via Skype or teleconference. The superintendent advised the Board reduce its meetings to once per month for this period. If additional meetings are required, they could be scheduled. The Board agreed and advised that the meeting date will be the first Wednesday of each month with a possible second meeting, if needed, on the third Wednesday.

The superintendent asked if a second trustee could be available for checking signing during this period. The Board agreed the clerk should be placed on the signature list for the checking account while the Chairman is out-of-state. The Treasurer will be the primary signatory on the accounts. The superintendent will contact The First and obtain a signature card for the Clerk.

**Public Comment:**

None

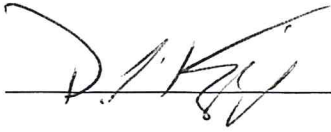
**Correspondence:**

- 1) The Board reviewed the 10/21/15 email from Richard Meek, Sebago Technics, BBHCC.

**Adjourn Regular Business Meeting:**

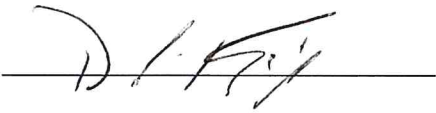
Trustee Kipp asked for a motion to adjourn. Trustee Stormont made that motion and Trustee Tedeschi seconded the motion. The vote was unanimous. The regular business meeting ended at 5:43 p.m.



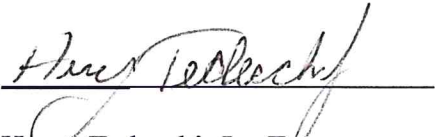
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Deryl Kipp, Chairman

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

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