

DATE: November 2, 2016

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp
Henry "Ted" Tedeschi
James Stormont
Chris Higgins

Call the Regular Business Meeting to Order:

Trustee Kipp called the meeting to order at 5:01 PM.

Review of the Minutes of October 19, 2016

The minutes of the October 19, 2016, meeting was reviewed. After review, Trustee Stormont made motion to accept the 10/19/16 minutes as presented. Trustee Tedeschi seconded the motion. Vote was unanimous.

Review of Warrant 1316

Warrant 1316 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 Notice and Demand for Payment Letters: Barter, Carolin, Dunculuc, Inc., Field, Murry Hill Properties, Nichols, and Watts

Trustee Tedeschi reviewed and executed the letters.

Execute Lien Discharges: Brewer

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

Old Business:

1. Grit System Update – the superintendent reported the system is ready for start-up. The start-up is scheduled for December 6, 2016.
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 19 new uses since the last meeting. Email customers stand at 207, Direct Debit customers are at 122. The Office Manager reports email billing has saved \$263.40 in postage costs.
 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. Maine Public Employees Retirement System Membership – The Trustees discussed the merits of joining the Maine Public Employees Retirement System as an employee benefit. The anticipated cost to the District would be 9.5% of the base salary and the employee would contribute 8.1%. The contributions would be mandatory for participants. This plan would take the place of the 457 plan currently in place. The 457 would still be available to employees, but at employee contribution levels only. District participation in MSRS would represent an increase of 4.5% above the current District 457 contribution rate of 5% resulting in an approximate \$7,700/yr. increase.

After discussion, Trustee Stormont made motion to join Maine Public Employees Retirement System as a Participating Local District effective January 1, 2017, and offer Regular Plan AC, and to authorize the District Superintendent to sign the contract between the “Employer” and the Maine Public Employees Retirement System, and to exclude all but full-time employees from membership in the Plan, and to allow eligible participating employees to purchase past years of service, upon employee’s full payment of all associated costs. Trustee Tedeschi seconded the motion. Vote in favor was unanimous.

The Trustees directed the superintendent to contact MPSRS and proceed with enrollment as of January 1, 2017.

2. Commitment of Rates, November 1, 2016 Billing:

The Trustees reviewed the commitment. After review and discussion, Trustee Stormont made motion to execute the commitment. Trustee Tedeschi seconded the motion. Vote in favor was unanimous.

3. October Financial Reports – The superintendent distributed the October financial reports. The superintendent reported revenues are ahead for this period and expenses are in-line for this time of year. The superintendent reported, the \$50,000 transfer to pay the MMBB debt note has been fully returned to the appropriate reserve accounts.

Correspondence

1. Sharon Agostine – Atlantic Avenue – The advised the Trustees Ms. Agostine applied for an abatement via the website. This is our first request via this method. The \$15.00 abatement was granted for filling of a new hot tub.

2017 Budget Workshop – 2nd Draft

The superintendent distributed the 2nd draft of the 2017 Budget. In addition, the superintendent distributed updated copies of the CIP, Projected Need spreadsheet, and 2017 proposed Rate analyses spreadsheet.

The superintendent briefly explained changes to the 2nd draft. The trustees reviewed the 2nd draft and proposed several changes to specific line items. After the changes, the Expense side of the budget is up 3% and the Revenue side is up 9% reflecting the proposed rate increase to maintain the CIP schedule.

The Trustees discussed the health insurance line. Trustee Kipp recommended the Superintendent perform a cost analysis on the various health insurance policies available from MMA. Further directed by the trustees, the superintendent will provided a cost analysis on establishing a health savings plan to compensate employees for potential increased deductibles.

After the brief discussion, the Trustees directed superintendent to make the requested changes in preparation for the final workshop scheduled for 11/16/2016. No other action 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 18:06 p.m.

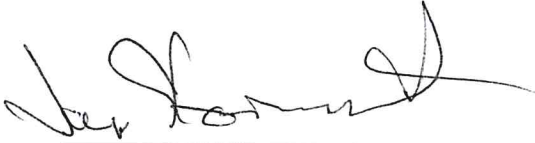
Deryl Kipp, Chairman

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

Deryl Kipp, Chairman



Henry Tedeschi, Jr., Treasurer



James Stormont, Clerk