

DATE: November 4, 2015

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Jim Stormont
Henry "Ted" Tedeschi
Chris Higgins, via telephone
Deryl Kipp

Call to Order

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

Review of the Minutes of October 21, 2015

The minutes of the October 21, 2015, meeting was reviewed. After review, Trustee Stormont made motion to accept the 10/21/15 minutes. Trustee Tedeschi seconded the motion. Vote was unanimous.

Review of Warrant 1294

Warrant 1294 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 60-Day Late Letters: Cogswell, Engert, Gentry, Gudroe, Norman, Little Bo Pete's, Lorrain, Mayhew, Doray, Oasis Day Spa, Page, and Juncura

Trustee Tedeschi reviewed and executed the late letters.

Execute Sewer Lien Discharges: Murray Hill Properties, Roberts

Trustee Tedeschi reviewed and executed the discharges.

Execute Demand Notices: Brewer, Brown, Cusumano, Demers, Durfee, Keegan, Kennon (2), O'Brien (2), Paquette (2), Spear, Shields, and Townsend

Trustee Tedeschi reviewed and executed the demand notices.

Execute Sewer Lien Certificates: Brewer, Myshrall (2), Burns, Murray Hill Properties, Cusumano, and Theobald

Trustee Tedeschi reviewed and executed the lien discharges.

Execute Certificate of Commitment for 11/2/15 Billing:

After discussion, Trustee Stormont made a motion to execute the Certificate of Commitment. Trustee Tedeschi seconded the motion. Vote to commit was unanimous.

October 2015 Financial Reports:

The reports were reviewed and discussed.

Old Business:

The Superintendent reported on the following:

- A. GIS – Customer Locations are being modified to match parcel data for Boothbay and Boothbay Harbor.
- B. Website Development – nothing to report.
- C. Golf Course Phase 2 Expansion (see correspondence below).
- D. Tom Churchill Entrance Application – As requested, the superintendent spoke with Mr. Churchill. Mr. Churchill advised additional living quarters with bathroom and kitchen facilities would be connected. Mr. Churchill will be required to pay an additional entry fee of \$500.00 for a second structure on the same lot. Mr. Churchill will be in to pay the fee.

New Business:

- A. Massachusetts Road Pump Station Failure: The Superintendent reported the station power feed from the wet well to the control panel was dead. A splice box in mid-run of the power feed is suspected. During the interim, the station has been pumped dry and the pumps removed for inspection and testing. Ideal Septic will be available to keep the wet well pumped down. Stevens Electric is scheduled to inspect the issue.

Public Comment:

None

Handwritten signatures and initials:
JES
MK
HMF

Correspondence:

1) Boothbay Harbor Country Club Capacity Request:

The Superintendent discussed the sewer capacity request from Sebago Technics on behalf of the Boothbay Harbor Country Club. Phase 2 will generate 10,700 gallons per day of flow with a peak rate of 132 gallons per minute.

The superintendent advised the Town of Boothbay is allotted a capacity of 30,000 gallons per day. District voters must approve any increase over that capacity.

The proposed flow from Phase 2 will generate 10700 gallons per day. This flow will bring the total influent flow of Pump Station 9 to 253 gallons per minute. The station is rated at 300 gallons per minute per pump. There are two pumps. Therefore, the Phase 2 contribution will not exceed the capacity of the station and an upgrade is not warranted at this time.

2) Boothbay Harbor Country Club Impact Fee for Phase 2:

The Superintendent advised the impact fee for Phase 2 would be \$40,185.19.

3) Sea Glass Spa Roof Leader:

The Superintendent advised a letter was sent to Sarah Hodgdon, Owner of Sea Glass Spa, requesting the removal of a roof leader from the district sewer system. During the recent renovation of the property, the roof leader was attached to the sewer clean-out for the building. The leader has been removed.

4) Ted Packard Email: Mr. Packard acknowledged receipt of his sewer bill via email. This is part of the District's switch to electronic billing. Many other customers have acknowledged the switch to this form of billing.

5) Wright-Pierce Engineering Logan Road Estimate: The superintendent advised the Water District is going to replace the water line on Logan Road. There is no public sewer on this road. An estimate was provided for the installation of a public sewer. The estimated cost of the sewer will be \$225,000. There are only seven residences on this road. No further action was taken at this time.

6) Wright-Pierce Engineering Union Street Pump Station Replacement:

The superintendent asked Wright-Pierce to provide an estimate for the replacement of the Union Street Pump Station and force main. The Project is on the Capital Improvement Plan for 2017 construction and has been discussed over the past several years. The First debt retirement payment would be 2018. The

superintendent asked for approval to move ahead with design and prepare for District ratepayer approval during 2016. After discussion, Trustee Kipp made motion to move ahead with design and preparation for District votes. Trustee Tedeschi seconded the motion. Vote to proceed was unanimous.

2016 Budget Workshop – 1st Draft:

The superintendent distributed the first draft of the 2016 Budget, the 10-Year Capital Improvement Plan, and the proposed 2016 Rates.

The revenue lines were discussed. The Septage and Entrance Fee lines were discussed. The superintendent advised septage fee revenue is expected to be less due to Griffin Septage diverting some septage to Rockland. The increase in Entry Fees is due to the proposed Phase 2 expansion of the golf Course.

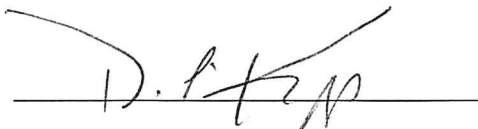
All other lines were discussed and after discussion, \$10,800 was cut from the budget.

The 10-Year Capital Improvement Plan was discussed. Future projects were reviewed, as was their impact on future rates. Proposed for 2016 is the replacement of the grit system. That cost is estimated to be \$178,000. There is \$67,000 of minor projects proposed. These projects can be shifted pending budget performance throughout 2016.

The superintendent will make the changes in the budget of the second draft and further streamline the remaining lines for further discussion during the second workshop scheduled for November 18, 2015.

Executive Session Pursuant to MRSA Title 1 Chapter 13 Sub-Chapter 1 Section 405.6.A

Trustee Stormont made motion to enter Executive Session pursuant to MRSA Title 1 Chapter 13 Sub-Chapter 1 Section 405.6.A – Personnel, and not to return. Trustee Tedeschi seconded the motion. Vote was unanimous. The regular business meeting ended at 5:40 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