

DATE: November 5, 2018

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting/
Third Draft 2019 Budget Workshop/Route 96 Sewer Replacement
Project Public Hearing**

Attendees:

Deryl Kipp - Teleconference
Jim Stormont
Sam Morris
Chris Higgins

Members of the Public - None

Regular Business Meeting to Order:

Trustee Kipp called the regular business meeting to order at 5:00 PM.

Review of the Minutes of October 15, 2018

The minutes of the October 15, 2018, meeting was reviewed. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Kipp seconded the motion. Vote was unanimous.

Review of Warrant 1364

Warrant 1364 was reviewed. After discussion, Trustee Morris made motion to execute the warrant. Trustee Stormont seconded the motion. Vote to execute the warrant was unanimous.

Execute 60-Day Late Letters: Carbone, Cressey, Engert, Gentry, Glass, Graves, Kazakos, Kristoff, Laird, Paquette, Townsend, Tupper, and Vise.

Trustee Stormont reviewed and executed.

Execute Notice and Demand for Payment: None

Execute Lien Certificates: None

Execute Lien Discharges: Dunculus, Inc., and Collette and Michael (5)
Trustee Stormont reviewed and executed.

Execute Impending Foreclosure Notice(s): None



Execute Certificate of Commitment – November 1, 2018 Billing

Trustee Kipp asked for a motion to commit the rates of the November 1, 2018, billing for collection to the District Treasurer. Trustee Morris made that motion and Trustee Stormont seconded the motion. Vote in favor was unanimous.

Old Business:

1. Union Street Pump Station Project – The superintendent reported the punch list items have been completed by Sargent Corporation. The superintendent reported the District is awaiting the final pay request from Sargent.
2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting. The superintendent advised Toxicity Testing is complete with a very favorable test result. In addition, priority pollutant and heavy metals testing was performed in conjunction with the WET test. All parameters were well within permit limits. This is a permit required function that occurs once every five years and takes place each quarter in the year prior to permit renewal.

The superintendent advised he has received several promising applications for the Collection System Tech position and that interviews will be forthcoming.

The superintendent presented a quote from Lewis Construction for the installation of the conduit from the pole to the control panel at Emery Lane. The quote was for less than 2K and asked the Board for approval to get the work down as Lewis is available for the coming week. The Board agreed to proceed with the conduit installation.

The superintendent reported he has heard from Denise Behr, DEP Inspector, regarding the status of the Commercial Street Station overflow incident. Ms. Behr advised that a “Notice of Violation” will be forthcoming from DEP. The superintendent will forward to the Board once received.

The superintendent reported the Footbridge Station is back to normal as the new potential relay has been installed.

All other work was routine.

3. Signal Point Odor Issues – None.
4. Plant Influent Hydraulic Study – Nothing to Report.

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JPG
SdI
JMC

5. Website – The Office Manager reports \$392.65 has been saved in postage by using email billing. There are now 205 direct debit customers and 245 email customers. The Facebook page has had 2300 visits since the last meeting and the website has had 106 new visitors for the same period. The activity was mostly due to the Collection System job posting.
6. Route 96 Sewer Replacement Project – The superintendent reported a review of the drawings occurred with Wright-Pierce to discuss and/or modify the design. Several items will need verification and the drawings updated.
7. Fairpoint/Crooker Damage Claim – Nothing to Report.
8. Charter Review – The superintendent reported he spoke with Jim Katsiaficas, Perkins-Thompson, regarding the Charter. Attorney Katsiaficas will start on the new language.
9. Water District Meter Reading Fee - The superintendent reported he has not received a draft agreement for review yet.
10. Efficiency Maine Lighting Project – The superintendent reported the plant lighting project has been formally approved by Efficiency Maine. The plant lighting is ordered. Work should begin in the coming weeks.
11. Utility Truck - The superintendent reported the truck chassis should be in state during the latter part of November.
12. The superintendent advised the Massachusetts Road Station modem is now programmed with the new sim cards. The panels will be picked up in the coming weeks. The new conduit run for the station cannot occur until the ground is dry or starts to freeze. Currently, the ground is just too soft.
13. Plant Building Security – The superintendent reported he has advised Mid Coast Locksmiths to start the upgrade work.
14. Execute Drawdown #3 – 2018 Maintenance Bond – After review, Trustee Stormont executed Drawdown #3.

New Business:

1. **2019 Budget Workshop #3 – 3rd Draft** - The superintendent distributed a third draft of the 2019 Budget and Rates. The superintendent advised the Trustees the 3rd draft contained payroll changes discussed at the last meeting. In addition, the superintendent advised the annualized amounts have been updated as of November 5. The superintendent advised Trustee Morris of the

changes made during the 2nd workshop. The 3rd draft was reviewed without change.

The 2019 Budget and Proposed 2019 Rates will be reviewed and discussed at the public hearing scheduled for November 19, 2018, at 5:00 p.m.

2. RT 96 Sewer Line Replacement – Public Hearing

Trustee Kipp opened the public hearing for the Route 96 Sewer Replacement Project. Trustee Kipp noted there were no members of the public present. The superintendent advised the public hearing was duly advertised in the Boothbay Register, the District FaceBook page, and on the District's website.

The superintendent advised the Trustees the estimate for the project is 850K. The project will entail the replacement of the existing 6-inch asbestos cement sewer line from the Route 27/Route 96 intersection east to Eastern Avenue (approximately 2800 ft.). The existing sewer runs from the /Route 27 intersection to Simmons Trailer Park. The Project will extend the sewer to Eastern Avenue and allow the pick-up of several properties left out of the 2001 Eastern Avenue Project. In addition, the easterly terminus of the new sewer line will allow for future extension easterly along Route 96.

The superintendent advised in order to move forward with funding, the Board would have to authorize the project, authorize the superintendent to act on behalf of the District with signatory privileges with the funding agencies. Trustee Stormont made motion to authorize the project, authorize the superintendent to act on behalf of the district with signatory privileges regarding funding agencies and their applications for funding. Trustee Morris seconded the motion. Vote was unanimous in favor.

The superintendent presented the Trustees with a Pre-Application from USDA Rural Development for funding of this project. Trustee Stormont authorized the superintendent to execute the following: Application for Assistance, AD-3030, RUS Bulletin 1780-22, Compliance Letter, Preapplication Conference Certification, RD 1940-Q. A-1, ADA Accessibility Certification, RD AN2726(1900). #2, Certification Debarment Form, Drug-Free Workplace Certification, DUNS number submission. Trustee Morris seconded the motion. Vote was unanimous in favor.

The superintendent forwarded the following forms for execution by the Board: RD 1910-11, RD 400-4, and RD 400-1. After review Trustee Kipp made motion to execute the documents. Trustee Stormont seconded the motion. Vote passed.

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VPS
SVP
BHC

Trustee Kipp asked for a motion to close the public hearing on the **RT 96 Sewer Line Replacement Project**. Trustee Stormont made that motion. Trustee Morris seconded the motion. Vote to close the public hearing and return to the regular business meeting passed.

Correspondence:

1. Jason Denby Email
2. Neil Whitman Email

Both emails dealt with the upcoming rate hearing. The superintendent responded to both and all were satisfied with the answers given. No action was taken by the Trustees.

Public Comment:

None

Adjourn Meeting:

Trustee Kipp made a motion to adjourn. Trustee Stormont seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1753 hours.




Deryl Kipp, Chairman

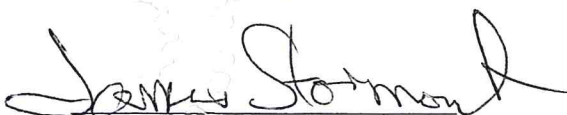
We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.



Deryl Kipp, Chairman



Sam Morris, Clerk



James Stormont, Treasurer