

**DATE: November 7, 2013**

**Regular Meeting and 1<sup>st</sup> Draft 2014 Budget Workshop Boothbay Harbor Sewer District Board of Trustees**

**PRESENT:**

Jim Stormont

Deryl Kipp

Henry "Ted" Tedeschi

Chris Higgins

**Call to Order of Regular Meeting**

Jim Stormont called the meeting to order at 4:55 PM.

**Review of the Minutes of October 16, 2013**

The minutes of the October 16, 2013, meeting was reviewed. After review, Deryl Kipp made motion to accept the 10/16/13 minutes as presented. Ted Tedeschi seconded the motion. Vote was unanimous.

**Review of Warrant 1247**

Warrant 1247 was reviewed. Deryl Kipp made motion to execute the warrant. Jim Stormont seconded the motion. Vote to execute the warrant was unanimous.

**Commit Rates for 11/8/13:**

Jim Stormont made motion to commit rates (11/8/13) for collection by the Treasurer. Ted Tedeschi seconded the motion. Vote was unanimous.

**60-Day Late Letters:**

After review, Deryl Kipp executed the letters.

**90-Day Late Letters:**

After review, Deryl Kipp executed the letters.

**Execute Lien Certificates:**

After review, Deryl executed the certificates for Federal Mortgage Association and Glass.

**Execute Lien Discharges:**

After review, Deryl executed the certificates for Colette & Michael, LLC and Demers (3)

**2014 Budget Workshop:**

Chris distributed the first draft of the 2014 budget. Chris explained the layout of the budget and that the first page contained revenue projections based on a proposed nine percent increase. The remaining pages contained line items for each department. The seasonal customer frequency and ready to serve was explained. Ted questioned some revenue lines. Chris explained the entry fees. Chris advised that the capital items are not included in the O&M budget. Legal fees were questioned. Engineering fees were questioned. Chris advised that the line be carried forward due to the potential of Campbell Street and the Relining Project. Ted asked about the Outside Testing Line. Chris advised that the increase was due to toxicity testing required during the final year of the permit. Ted asked about the maintenance lines. Chris advised that they were inadvertently left out. Chris will forward the data. Pump Station maintenance was discussed. After discussion, Jim advised that the line should be bumped up to 24,000. The Trustees agreed and the line will be bumped to 24,000. Deryl asked about comparison to the monthly financial reports. Chris advised that depreciation was not included in the budget worksheets.

**Campbell Street Sewer Project Estimate:**

Chris advised that Vic Krea, Wright-Pierce, would be onsite 11/15. Vic will walk the existing easement area through Dunsmore to Atlantic Avenue. Chris will follow-up with the landowners along the existing private line and further modify the estimate for this pipe reach.

**October Financial Reports:**

The October financial reports were distributed.

**Old Business:**

1. Deryl asked about the Coladarci issue. Chris advised that he has not heard from her.

**New Business:**

Chris forwarded the contract for Brewer and Associates to perform the annual audit. Jim reviewed the contract and executed the contract for service.

**Public Comment:**

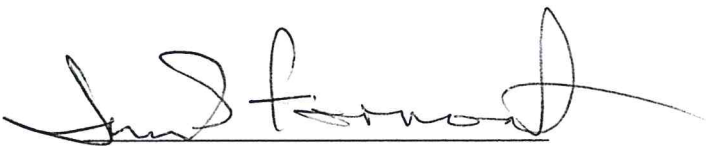
None.

**Correspondence:**

Chris reviewed a letter from Geoff Smith regarding the John Fish property at 44 Commercial Street. The property is not connected to sewer and the discharge from that property is surfacing next to the Town restroom building.

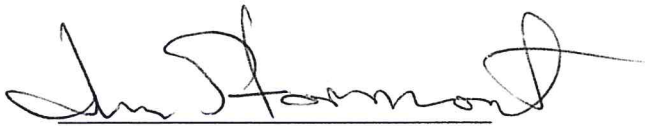
**Adjourn Regular Meeting:**

Jim Stormont asked for a motion to adjourn. Deryl Kipp made the motion to adjourn the regular meeting. Jim Stormont seconded motion. Vote was unanimous. Regular meeting adjourned at 5:52 pm.

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Jim Stormont, Chairman

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

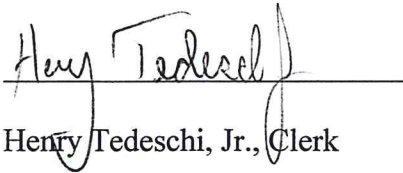
A handwritten signature in dark ink, appearing to read "Jim Stormont", written over a horizontal line.

Jim Stormont, Chairman

A handwritten signature in dark ink, appearing to read "D.K.", written over a horizontal line.

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

Deryl Kipp, Treasurer

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

Henry Tedeschi, Jr., Clerk