

DATE: November 16, 2011

Regular Meeting Boothbay Harbor Sewer District Board of Trustees

PRESENT:

| | |
|------------------|---------------|
| Michael Feldmann | Lisa Kristoff |
| Jim Stormont | John Roads |
| Chris Higgins | |

Call to Order of Regular Meeting

Jim Stormont called the meeting to order at 6:03 PM.

Trustee Appointment:

After discussion, Michael Feldmann made motion to nominate John Roads to serve on the Board to fill the vacancy left from Jon Draper's resignation. Jim Stormont seconded the motion. Vote was unanimous. John Roads will assume the position of Trustee until the end of the term (5/2013).

Selection and Vote of Officers:

Jim Stormont made motion appoint John Roads as treasurer for the balance of the unexpired term and the remaining officers remain the same. Michael Feldmann seconded the motion. Vote was unanimous. John graciously accepted the responsibility. Chris advised that the signature cards, fidelity bond application, and other insurance forms would need to be updated. Chris will procure the necessary documents and contact John to execute.

Review of the Minutes of November 2, 2011

The minutes of November 2, 2011, meeting was reviewed. After review, Michael Feldmann made motion to accept the 11/2/11 minutes as presented. Jim Stormont seconded the motion. Vote was unanimous.

Review of Warrant 1200

Warrant(s) 1200 was reviewed. Jim Stormont made motion to execute the warrant as submitted. Michael Feldmann seconded the motion. Vote to execute the warrant was unanimous.

Massachusetts Road Update:

Chris reported that the easement description is now ready for execution. Chris reported that Bill Logan may believe that Massachusetts Road may be a town way. Bill Logan is going to research this further. It will make no difference to the District. Chris reported that the power is now set up in the District's name. Chris submitted a letter from McGillivray's insurance company stating that the power must be relocated. This is being accomplished.

Commercial Street/Meadow Pump Station Update:

Chris reported that the piping and conduit are in place at the Meadow. Chris advised that he and Jim met with Vic Krea to discuss the wet well issue. Vic assured us that, although not optimal, the increased pump cycle is acceptable. The increased diameter of the wet well and increased capacity of the pumps will make up for the loss of depth. Chris also, advised that the elevation error came from our 1963 record drawings. The drawings indicated an elevation of 14.00 feet and the conversion to USGS is 4.72 feet. This is how the 9.2 foot number was arrived at.

Chris reported that a site meeting at Commercial Street took place today. Concerns surround the bathroom and subsurface ledge. Borings will be performed this coming Friday. Chris discussed the possibility of blasting ledge and removal of the old wet well.

2012 Budget Workshop – 2nd Draft:

The second draft of the 2012 budget was handed out. Jim had some comments regarding revenue for seasonal customers. Chris advised that the issue is timing of the projections. Chris advised that a 7% increase is included in the projections.

Jim discussed engineering fees and asked about the budget amount. Michael Feldmann advised that he would like to see it reduced to half. Discussion ensued around future needs of the District. No other action taken.

John asked about worker's comp line. Chris explained that audited refunds make up the difference and the results for this year's audit are not in yet.

The power line was discussed. Chris advised that he carried the previous year's amount forward. Chris advised that power goes out to bid in the summer and there is an unknown associated with that.

Salary increases were discussed. Chris advised that he included a 3% cost of living in employees lines other than the superintendent line. No increase was placed there. In addition, Chris advised that he included \$2,000.00 in the operator line as a potential raise depending on evaluations. Jim advised that he thought a total of 8% in the operator line

was a little heavy. Chris advised of the breakdown in the amount and advised the amount was warranted due to performance. All agreed to discuss further in executive session.

The maintenance and debt lines were reviewed. Chris advised of upcoming pump station work. Chris advised of three pumps that needed rebuild and advised that the line should stay. Chris advised that the sewer line budget should stay to cover costs for the Gilead Street work that will be done next fall in conjunction with the Water Company. Jim advised he is looking to reduce anywhere he can in order to minimize any rate increase.

Chris advised that the proposed rate increase was mostly to fund new debt retirement from the pump station and relining projects. Chris advised that the relining work have been funded. Chris asked the Board if they wanted to move forward with the project. The project will bring new debt of \$13,200 per year for 40 years. Chris advised that the relining project be put in place to be done in conjunction with the water project downtown. It was anticipated that the sewer line would be compromised during construction. It was not. Therefore, the project is not needed at this time. As a result, Michael Feldmann made motion to shelve the project. John Roads seconded the motion. Vote was unanimous to forgo the funding at this time. Chris will advise USDA that the funding will not be needed at this time.

Discussion surrounded potential rates for 2012, 2013, and 2014. No action was taken.

Old Business:

None

New Business:

Chris advised that the audit agreement with William Brewer Associates was executed and returned.

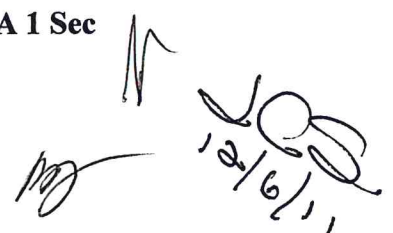
Public Comment:

None

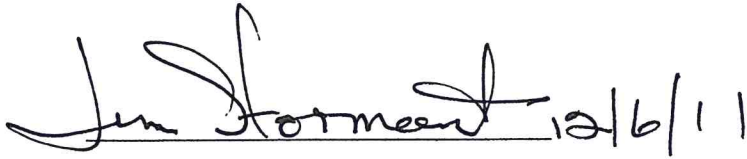
Correspondence:

Chris reviewed letters to Tom Myette (sump pump removal request), Boothbay Register article about Wiscasset sewer customer, Spruce Point Inn request about condominium pump station, William Brewer audit engagement, Ward and Klein letter regarding #0100430.

Adjourn Regular Meeting and enter into executive session under MRSA 1 Sec 405.6.A – Personnel Matter, and not to return to regular meeting:

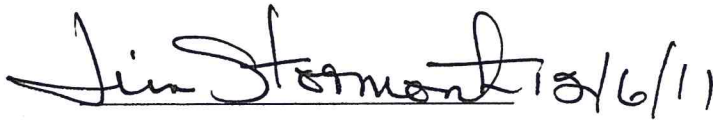
Handwritten signature and date 12/6/11

Jim Stormont asked for a motion to adjourn. Michael Feldmann made the motion to adjourn the regular meeting and enter executive session and not to return. Motion was seconded by John Roads. Vote was unanimous. Regular meeting adjourned at 8:06 pm.

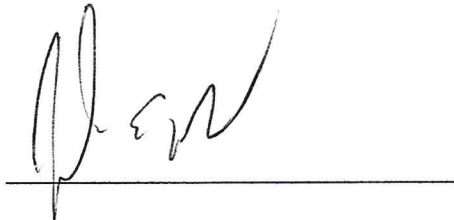
A handwritten signature in cursive script, reading "Jim Stormont", followed by the date "12/6/11". The signature is written in black ink on a white background.

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 cursive script, reading "Jim Stormont", followed by the date "12/6/11". The signature is written in black ink on a white background.

Jim Stormont, Chairman

A handwritten signature in cursive script, reading "John E. Roads". The signature is written in black ink on a white background.

John E. Roads, Treasurer

A handwritten signature in cursive script, reading "Michael Feldmann". The signature is written in black ink on a white background.

Michael Feldmann, Clerk