

DATE: November 19, 2008

Regular Meeting Boothbay Harbor Sewer District Board of Trustees

PRESENT:

Alden Jordan	Jim Stormont
Jonathan Draper	Lisa Kristoff
Chris Higgins	Vic Krea

Call to Order:

Alden Jordan called the meeting to order at 6:00 PM.

Review of the Minutes of November 5, 2008

The minutes of November 5, 2008, were reviewed. After review Alden Jordan made motion to accept minutes of 11/5/08, as presented. Jonathan Draper seconded the motion. Vote in favor was unanimous.

Review of the Minutes of November 5, 2008 Special District Meeting

The minutes of the Special District Meeting of November 5, 2008, were reviewed. After review Alden Jordan made motion to accept minutes, as presented. Jonathan Draper seconded the motion. Vote in favor was unanimous.

Review of Warrant(s) 1125

Warrant 1125 was reviewed. After review, Alden Jordan made motion to execute warrant as presented. Jonathan Draper seconded the motion. Vote to execute warrant was unanimous.

Execute Entrance Application - Keller, McKown Pt. Road

The application for James Keller, 162 McKown Pt. Road was executed.

Lien Certificate:

Jon Draper executed the Lien certificate for Arthur Richardson.

Lien Notices:

The Trustees reviewed the lien notices for Walby, Rubel, Rubel, and Copeland. After review, Jon Draper executed the notices for mailing.

I & I Master Plan Review:

Vic Krea (Wright and Pierce) presented a scope of service regarding the development of an I & I master plan for the district. Several tasks were presented and the trustees and Chris will discuss the content over the next several weeks and formulate a scope of service. Chris will review and sit down with Vic Krea to formulate a plan of implementation. After plan is developed, the District will discuss with Wright-Pierce to develop a budget.

Gully Line Easements:

The District is still outstanding one easement document for the Gully Line (Frank Lewis).

Sea Street Construction Update:

Chris reported that the project is complete. The District is awaiting reimbursement from the Town, Whorff, and Signal Point.

Transfer of Funds:

Chris requested the Board transfer \$46,000.00 from the entry fee account to the regular checking account to cover outlays for the Sea Street Job. The District will be reimbursed from the CDBG, Whorff, Town of Boothbay Harbor, Water District, and Signal Point. The funds will be placed back into the Entry Fee account when received. Jon Draper made motion to transfer funds. Jim Stormont seconded the motion. Vote was unanimous.

Execute SRF Loan Application for Centrifuge:

The SRF application was reviewed. After review, Jon Draper made motion to execute and submit the application. Jim Stormont seconded the motion. Vote was unanimous. Application was executed.

Execute Authorization and Incumbency of the Clerk, Treasurer's Certificate of Indebtedness, Clerk's Certificate of Governance, and Resolution of the Trustees for the SRF Application.

The above listed documents were reviewed and executed. Lisa Kristoff witnessed the Resolution Document.

Old Business:

Chris informed the Trustees that the second budget workshop would be on December 3, 2008, the third and final workshop/Public Hearing will be during the second meeting of December. The meetings have been advertised in the Boothbay Register.

New Business:

None

Public Comment:

None

Correspondance:

None.

First Draft 2009 Budget Workshop:

Chris handed out the first draft of the 2009 budget. Chris briefly reviewed the line items and further discussion will take place at the next workshop. Chris highlighted the salary lines, and the debt retirement lines.

2009 Rate Review:


Chris handed out the rate calculation sheets. Vic Krea noted that the rates were in good shape, but that the minimum rates for commercial customers were low. Preliminary calculations indicated that most commercial customers were only paying \$2.40/ 100 cu. Ft. on average. All other customers are paying \$6.25 per 100 cu. ft. Vic suggested that further review is warranted in order to make the fees equitable across the board.

Jon Draper commented on the need for additional revenue to mitigate the District aging infrastructure. Jon asked that the commercial customers be placed in classes to further be able to analyze the rates. Chris said that he can do that and will provide the data for the next meeting. Chris also reminded the Trustees that any increase above the 3% approved last year will have to be advertised and that a public hearing will have to be conducted prior to any increase. Vic Krea offered to come to the next meeting to assist the Trustees. The trustees accepted Vic's offer.

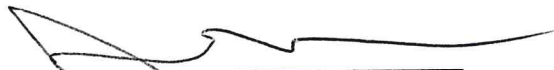
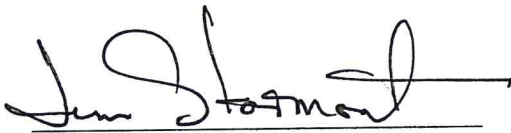
Adjourn Meeting:

Alden Jordan made motion to adjourn meeting. Jonathan Draper seconded motion. Vote to adjourn was unanimous. Meeting adjourned at 8:30 P.M.

Handwritten signatures in blue ink, including "JD", "DA", and "VK".


Alden Jordan, Chairman

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


Alden Jordan, Chairman
Jonathon Draper, Treasurer.
Jim Stormont, Clerk