

**DATE: November 19, 2018**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting/  
2019 Budget and 2019 Sewer Use Fees Public Hearing**

Attendees:

Deryl Kipp - Teleconference  
Jim Stormont - Absent  
Sam Morris  
Chris Higgins

Members of the Public – Joe Charpentier

**Regular Business Meeting to Order:**

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

**Review of the Minutes of November 5, 2018**

The minutes of the November 5, 2018, meeting, budget workshop, and Rt 96 Public Hearing were reviewed. After review, Trustee Morris made motion to accept the minutes as presented. Trustee Kipp seconded the motion. Vote was unanimous.

**Review of Warrant 1365**

Warrant 1365 was reviewed. After discussion, Trustee Morris made motion to execute the warrant. Trustee Kipp seconded the motion. Vote to execute the warrant was unanimous.



**Execute 60-Day Late Letters: None**

**Execute Notice and Demand for Payment: Stover, Greenleaf, Lloyd, and Murray Hill Properties.**

Trustee Stormont executed prior to meeting.

**Execute Lien Certificates: Carroll, Farrin, and Nichols**

Trustee Stormont executed prior to meeting.

**Execute Lien Discharges: None**



**Execute Impending Foreclosure Notice(s): None**

**Sewer Entrance Applications: None**

**Old Business:**

1. Union Street Pump Station Project – The superintendent reported the final pay request #5 has been received from Sargent. The pay requisition was approved by the engineer and the superintendent. The pay requisition has been forwarded to Rural Development for approval and disbursement of the final grant funds.
2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting.

The superintendent advised he has received several promising applications for the Collection System Tech position and that interviews will be forthcoming. The superintendent reported the District has hired C. Edward Crocker as the new plant operator/lab technician. Mr. Crocker's first day on the job was today.

The superintendent reported the installation of the conduit from the pole to the control panel at Emery Lane is complete. The district is now awaiting Stevens Electric and CMP to pull the wire and install the new transformer on the pole.

The superintendent reported MidCoast Lock has changed all the plant single door locking mechanisms. The double door mortise locksets will have the tumblers changed to match the single doors later. The superintendent reported the pump station locks are being replaced as well.

All other work was routine.

3. Signal Point Odor Issues – The superintendent reported he had met with Robert Darling and Steve Maclaughlin of MI Air Systems, LLC, regarding potential odor scrubbers for the plant. The superintendent reported he is awaiting preliminary design concepts.
4. Plant Influent Hydraulic Study – Nothing to Report.
5. Website – The Office Manager reports the Facebook page has had 876 visits since the last meeting and the website has had 73 new visitors for the same period.
6. Route 96 Sewer Replacement Project – The superintendent reported the drawings have been updated.

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7. Fairpoint/Crooker Damage Claim – Nothing to Report.
8. Charter Review – Nothing to report.
9. Water District Meter Reading Fee - The superintendent reported he has still not received a draft agreement for review yet.
10. Efficiency Maine Lighting Project – The superintendent reported the plant lighting project has started with the first floor and lab office area completed.
11. Utility Truck – Nothing to report.
12. The superintendent advised the Massachusetts Road Station panels here.

**New Business:**

1. **2019 Budget and 2019 Sewer Use Fees – Public Hearing** – Trustee Kipp opened the duly advertised public hearing. The superintendent distributed the final copy of the 2019 Budget and Rates. The superintendent advised the Trustees the final copy had annualized amounts updated as of November 19. The superintendent advised the 2019 Sewer Use fees represented a 3.3% increase and the majority of that increase was due to the upcoming debt retirement and sinking fund obligations for the Union Street Pump Station Project that was just completed.

After review, Trustee Kipp asked for a motion to adopt the 2019 Budget and Sewer Use Fees as presented and to become effective January 1, 2019. Trustee Morris seconded the motion. There was no discussion from the public. Vote to approve and adopt was unanimous.

Trustee Kipp asked for a motion to close the public hearing. Trustee Morris made that motion. Vote to close the public hearing and return to the regular business meeting passed.

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**Correspondence:**

1. James Wyman Email (attached)

Mr. Wyman's email dealt with the Budget and Rate hearing. The superintendent responded to the email. No action was taken by the Trustees.

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**Public Comment:**


None

**Adjourn Meeting:**

Trustee Morris made a motion to adjourn. Trustee Kipp 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

ABSENT  
  
James Stormont, Treasurer