

DATE: December 1, 2010

Regular Meeting Boothbay Harbor Sewer District Board of Trustees

PRESENT:

Jon Draper	Michael Feldmann
Jim Stormont	Lisa Kristoff
Chris Higgins	

Call to Order:

Jim Stormont called the meeting to order at 6:06 PM.

Review of the Minutes of November 17, 2010

The minutes of November 17, 2010, meeting was reviewed. After review, Jon Draper made motion to accept the 11/17/10 minutes as presented. Michael Feldmann seconded the motion. Vote was unanimous.

Review of Warrant(s) 1176

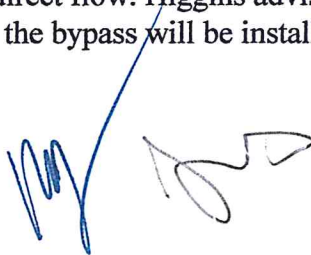
Warrant 1176 was reviewed. Michael Feldmann made motion to execute warrant as presented. Jon Draper seconded the motion. Vote to execute warrant was unanimous.

Department of Labor Update:

Chris reported that he attended the December 1, 2010, hearing. The DOL waived the penalty fees based on the remediation work that the District performed. A letter from DOL will be forth coming stating that the fees were waived. Higgins reported that the DOL was impressed with the remediation effort and asked if the District would be interested in being a model program in their SHAPE program. SHAPE stands for Safety & Health Award for Public Employers. Higgins advised the Board that he would look into what was involved to participate.

Commercial Street Water Project Update:

Higgins reported that the manhole work was complete and successful. A new manhole will not have to be installed in Commercial Street to redirect flow. Higgins advised that he is procuring the parts for the bypass. He expects that the bypass will be installed during the week of December 12th.



2011 Budget – Second Draft:

Chris handed out the second draft of the 2011 budget. Jim asked if the draft had changed from the one handed out last meeting. Chris advised that it had been updated with more recent year-to-date figures and up-to-date annualized figures.

The income sheet was reviewed and the variance figure was discussed. Overall, the projections increased by 3%, which was preapproved.

The administration page was reviewed. The travel line and the engineering line were reviewed. Chris explained that the travel was due to the Mississippi trip for the jetter and Ben's travel for SCADA and license work. The engineering line was explained and that Chris did not see any large expenses coming that were not reimbursable.

The insurance sheet was reviewed and no changes made.

The fringe sheet was reviewed and no changes made.

The pump station and collection system sheet was reviewed. Truck fuel and maintenance was discussed. The fuel line will be cut back to 6,000.00.

The plant operations sheet was reviewed. The heat line will be reduced to 6,500.00. The hypochlorite line was discussed. Chris explained the factors that drive the hypochlorite line. It was agreed that the hypo line would stay at 12,000. The sludge disposal line was discussed. Chris reported that Travelers would reimburse the District through MMA for the amount of 12,400.00. Chris reported that the new equipment line increased to 7,000. The increase is for a new DO meter for tank 2 and an odor control system for the centrifuge.

The personnel sheet was reviewed. Chris reported that a 3% increase was included for salaries.

The debt retirement sheet was reviewed. No changes made.

Chris offered that a fourth full-time person be hired for fieldwork and that the part-time person be eliminated. The amount of work that we are now performing is much more than in the past. In addition, most plants our size average five employees plus office staff. We are at three. Chris advised that the budget would increase 22,436 because of this line. Chris advised that the income line be adjusted through inspections. Jim recommended that instead of eliminating the part-time line, but adds a line of the laborer. Jim advised that this was a solid proposal and that we should go forward with the position. All agreed.

Old Business:



None

New Business:

None

Public Comment:

None

Correspondence:

The Board was informed of the response letter to Spruce Point Inn.

Adjourn Meeting:

Jon Draper made motion to adjourn regular meeting and enter into executive session and not to return. Michael Feldmann seconded the motion. Meeting ended at 7:20 pm.

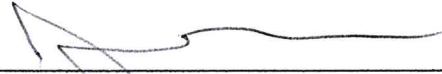
Executive Session: Title 1 Chapter 13 Sub-Chapter 1, Section 405.6.A

The Board entered into executive session to discuss personnel and wages at 7:21 pm.

Jim Stormont, Chairman

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

Jim Stormont, Chairman



Jonathan Draper, Treasurer.



Michael Feldmann, Clerk