

Date: 12/3/03
Regular Meeting Boothbay Harbor Sewer District

PRESENT:
David Gaecklein
Robert Muller
Alden Jordan
Chris Higgins

OPEN MEETING: Alden Jordan opened meeting at 6:05 pm.

REVIEW MINUTES OF NOVEMBER 19, 2003: Reviewed the minutes of 11/19/03, after review, Bob Muller made a motion to accept minutes as presented. Alden Jordan seconded motion. Vote to accept was unanimous.

EXECUTE WARRANT#1001: Warrant #1001 was reviewed. After review, David Gaecklein made motion to execute Warrant #1001 as presented. Bob Muller seconded motion.
Vote was unanimous.

2004 BUDGET SECOND DRAFT: The second draft of Budget 2004 was reviewed. The following items modified:

4010-Users fees-Residential Seasonal	\$50,000.
5400-Office Supplies -----	\$ 4,500.
5630-Gifts and Bonuses-----	\$ 1,200.
5020-Retirement-----	\$ 5,800.
6010-Social Security-----	\$ 8,400.
6015-Medicare-----	\$ 2,200.
5000-Superintendent-----	\$57,062.
5002-Mechanic-----	\$30,200.
5003-Operator-----	\$28,580.
5010-Secretary-----	\$11,600.
5330-Maintenance Pump Stations-----	\$ 8,500.

All other line items to remain the same. The final draft will be presented at the 12/17/03 meeting for approval.

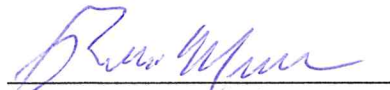
Chris presented a Capital Improvement Budget schedule for 2004. (See attached.) Chris explained that the estimates were conservative and that some items may be more and some less. After review, David Gaecklein made motion to add the capital improvement schedule as an addendum to the 2004 Budget. Alden Jordan seconded motion. Vote was unanimous. Bob Muller asked that the 5-year plan be revisited and revised. Chris will forward the new plan in early 2004.

AF
RM
12/7


CORRESPONDANCE: Reviewed letter to Jim Bridges, d/b/a J.H. Hawk.

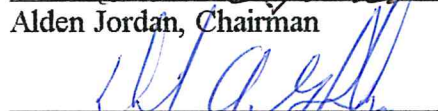
NEW BUSINESS: David Gaecklein made motion to give employees the same Christmas bonuses as last year. Alden Jordan seconded motion. Vote was unanimous.

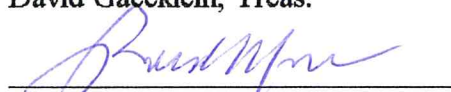
ADJOURN MEETING: Alden Jordan made motion to adjourn meeting. Bob Muller seconded motion. Vote was unanimous. Meeting adjourned at 7:30 PM.


Robert Muller, Clerk

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


Alden Jordan, Chairman


David Gaecklein, Treas.


Robert Muller, Clerk