

DATE: December 4, 2017

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp Steve Teel
Jim Stormont
Sam Morris
Chris Higgins

Regular Business Meeting to Order:

Trustee Stormont called the regular business meeting to order at 5:04 PM.

Review of the Minutes of November 20, 2017

The minutes of the November 20, 2017, meeting was reviewed. After review, Trustee Kipp made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote was unanimous.

Review of Warrant 1342

Warrant 1342 was reviewed. After discussion, Trustee Stormont made motion to execute the warrant. Trustee Morris seconded the motion. Vote to execute the warrant was unanimous.

Execute 60-Day Late Letters: Beaver, Carroll, Curtis House, Durfee, Farrin, Hamlin, Hinds, Keegan, Preedmon, Nelson, Rubel, Schicchi, Sharon, and Shields

Trustee Stormont reviewed and executed the letters

Execute Notice and Demand for Payment: Engert, Glass, Kennon, Kristoff, and Paquette

Trustee Stormont reviewed and executed the demand notices.

Execute Lien Certificates: None

Execute Lien Discharges: Manson

Trustee Stormont reviewed and executed the lien release for Manson.

Execute Impending Foreclosure Notice(s): None

A handwritten signature in black ink, appearing to be 'S. Teel', is located in the lower right quadrant of the page. The signature is written in a cursive, somewhat stylized manner.

Certificate of Commitment: December 1, 2017, Billing

After review, Trustee Kipp made motion to commit the billing of December 1, 2017, to the treasurer for collection. Trustee Morris seconded the motion. Vote in favor was unanimous. The Trustees executed the Certificate.

November 2017 Financial Reports:

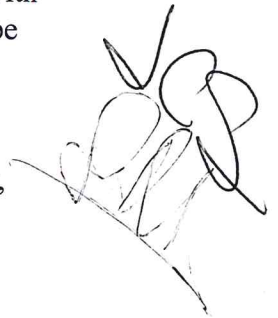
The superintendent distributed the November financial reports. The superintendent advised the Trustees all sinking funds are fully funded for fiscal year 2017. The revenue side of the budget should 99.3% of projection. The expense side of the budget should 78.6% of budget expended year to date. The superintendent advised that number would close as Deprecation is applied at the end of December.

Old Business:

1. Union Street Pump Station Project – The superintendent reported the second progress meeting is scheduled for December 14, 2017, at 10:00 a.m. A second pay request will be discussed at that meeting. The Contractor tested the force main and passed. Trench paving is complete. Work has progressed to the station site, the old station was removed, and the new station is in place. The superintendent reported the existing concrete pad that was under the old station is 0.6 tenths of a foot high. This presents an issue of the new well being too high and out of the ground. The Contractor is checking on a shorter barrel section or shorter cover section. The new well has been tested for water tightness. The crew will be working on the interconnection pipe of the old and new well in the coming days.
2. Plant and Collection System Operations: The superintendent reported normal operations for most of the month. The landowner with no expense to the District cleared the recent rain/wind storm damage on Juniper Point Road. The force main has been restored to its location. The superintendent reported the Collection System operator has moved into the plant, while the Lab Tech has moved to the Collection System for training. That is going well.

The superintendent reported the collection system crew responded St. Andrews Village pump station again. Both pumps were found plugged with wipes. The superintendent distributed pictures and advised contact will be made with St. Andrews management regarding the issue.

- A. Signal Point Odor Issues – The superintendent distributed Bowker Associates contract agreement for the Evaluation work. After review, Trustee Stormont executed the Agreement.



3. Plant Influent Hydraulic Study – Ongoing.
4. Website – The superintendent reported Direct Debit customers stand at 165 and email customers stand at 234. Postage savings to date is \$410.04. The superintendent reported 39 new and 17 returning people looked at the website since the last meeting.
5. Golf Course Phase 2 – See Correspondence.
6. Roundabout Project Update: Nothing new to report.
7. Fairpoint/Crooker Damage Claim – The superintendent reported no news on the Crooker appeal.

New Business:

1. Steve Teel – Eldercare Network Sewer Entry for Old Kenniston Hill Inn - Mr. Teel addressed the Trustees at the request of the superintendent. Mr. Teel is representing the Eldercare Network and would like to tie into the existing sewer of the current building. District Charter requires each property to have an individual connection unless the building is landlocked behind another building. The current location of the old Inn is not landlocked. However, the Inn's service lateral would have to be brought into Route 27 where the road rebuild work is occurring. The road rework has widened Route 27 at the point of entry and would increase the cost of connection drastically. The superintendent explained the current six-inch lateral is out of the roadway and is large enough to accommodate the new flow from the Inn building. After discussion, Trustee Stormont made motion to allow Eldercare Network to utilize the current sewer service for connection of the Inn building. Trustee Kipp seconded the motion. Vote in favor was unanimous. The superintendent will follow up with Mr. Teel regarding connection. Mr. Teel thanked the Trustees for their consideration.
2. Maintenance Drawdown 8 (Final) Execution – The Trustees reviewed the final drawdown of this year's bond. After review, Trustee Stormont executed the final drawdown.
3. Seascape Entry Fee – The superintendent reported he met with Peter Ripley, representative for the owner. The superintendent explained the entry permit process and the need for a flow estimate. Mr. Ripley will get the information to the District for impact calculation.

A handwritten signature in black ink, appearing to be 'J. Stormont', is written over a diagonal line.

4. Execute Maintenance Bond 4 (2018) Authorization with The First – The superintendent distributed the bond documents for the 2018 note. After review, Trustee Stormont executed the document and the superintendent will forward to Brenda Blackman at the First.

Correspondence:

1. Golf Course Entry Fee – The superintendent distributed the letter forwarded to the Country Club. The \$16,560.00 entry fee was discussed. No other action was taken.
2. DEP – Industrial Waste Survey – The letter was reviewed and no other action taken.

Public Comment:

None


Motion to Adjourn the Regular Meeting:

Trustee Kipp made motion to adjourn the regular meeting. Trustee Morris seconded the motion. Vote was unanimous. Meeting adjourned at 6:12 p.m.


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



James Stormont, Treasurer