

Date 12/07/05

Regular Meeting Boothbay Harbor Sewer District/ 2006 Budget Workshop

PRESENT:

Alden Jordan

David Gaecklein

Robert Muller

Chris Higgins

Jason Harris

CALL TO ORDER: Alden Jordan made motion to open the meeting at 6:05 PM.  
David Gaecklein seconded the motion.

EXECUTE WARRANT #1051: After review of warrant 1051, Robert Muller made a motion to accept as presented. David Gaecklein seconded the motion. Vote to execute warrant 1051 was unanimous.

REVIEW MINUTES OF 11/16/05: After review of the minutes of 11/16/05 David Gaecklein made motion to accept minutes of 11/16/05 as presented. Alden Jordan seconded the motion. Vote to accept minutes were unanimous.

EXECUTE LIEN FOR SUSAN PAQUETTE, NORA MYSHALL AND DEAN ROMING: Past due letter to Susan Paquette, Dean Roming and Nora Myshall were reviewed. After review, David Gaecklein signed all the letters.

EXECUTE LIEN RELEASE-MARY LYNN KANE: Lien release letter for Mary Lynn Kane was reviewed. After review, David Gaecklein executed the lien release.

JASON HARRIS -GOLF COURSE: Jason Harris from JJR Associates, LLC was here to discuss new sub development on the course. The new development will consist of 21 new house lots and a clubhouse for a total of 22 new customers. Harris expects to turn the sewer system over to the District upon completion. The system to be built to Districts specifications and comply with all requirements set forth in the Current Guidelines for Developers, published by the District. Because of the significant infrastructure investment, Jason Harris requested that the District reduce the impact fee of \$1,000.00 per lot. Alden Jordan recommended that the \$1,000.00 per lot be paid as \$500.00 per lot by the developer and \$500.00 per lot per, when the house is built be paid by new

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property owner. After discussion no motion was entertained. David Gaecklein recommended that because of the significant infrastructure investment that JJR Associates pay \$500.00 per lot, total due when infrastructure is completed. After discussion Jason Harris was agreeable to the amount. David Gaecklein then made a motion to charge JJR Associates \$500.00 per lot, for a total of \$11,000.00 due upon completion of the infrastructure. Robert Muller seconded the motion. Vote was unanimous in favor. Further discussion by Chris Higgins regarding construction took place. Chris outlined that District personal would be onsite to inspect the project and charge JJR Associates \$50.00 per hours for inspection services. Jason Harris was in agreement. After discussion David Gaecklein made motion to issue a "notice to proceed" for the project. Robert Muller seconded the motion. Vote to issue "note to proceed" was unanimous. Alden Jordan requested that Chris Higgins follow up by letter with JJR Associates.

SUNSET TERRACE: Chris updated the Board that the line on Sunset is operational and the road is hot topped. The line still has punch list items as outlined in the 11/23/05 letter to Breakwater Design.

1<sup>ST</sup> DRAFT BUDGET REVIEW: The following line items were discussed:

REVENUE AND INCOME:

Line 4000 \$240,000. was projected. This line was changed to \$248,000.

Line 4010 \$ 70,000. is projected. Robert Muller asked why the increase. The increase is due to the expected 105 new customers from Squirrel Island.

Line 4020 \$305,000. was projected. After discussion Robert Muller recommended the number be reduced to \$300,000. to reflect correct levels.

Line 4100 \$ 60,000. was projected. Robert Muller asked why so high. Projection due to Squirrel Island coming on board.

Line 4200 reduced line to \$500.00 from \$1,000.00

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#### ADMINISTRATION:

Line 5450 Robert Muller asked why carry \$4,000.00 When only spent \$1,000.00. Chris explained that DEP is late with Permit fee and that because of Budget shortfalls the DEP will be increasing fees.

Line 5610 Alden Jordan recommended that this line be increased by \$300.00 to \$3,000.00.

#### PROTECTION AND INSURANCES:

Line 5520 Robert Muller asked why we have reduced this line from \$6,900.00 to \$5,200.00. The line was reduced to \$5,200.00 because the District did not have to carry an additional bond because of refinancing. Line was left at \$5,200.00.

#### PLANT OPERATIONS:

Line 5220 Robert Muller asked why the line was reduced from \$44,000.00 to \$40,000.00. Chris explained that the cost of disposal was renegotiated and cost per ton went from \$84.00 a ton to \$65.00 per ton.

Line 5250 Robert Muller asked why line was reduced from \$12,000.00 to \$8,000.00. Chris said testing requirements have been reduced.

Line 5270 Robert Muller asked why the line was over budget by \$8,000.00 and why only \$7,000.00 was budgeted for 2006. Chris could not explain individual costs for the line. He will bring a detailed report to the next workshop.

#### PUMP STATIONS:

Line 5300 Robert Muller asked if \$5,000.00 was enough. Chris said amount should cover routine maintenance.

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Line 5320 Robert Muller asked if \$15,000.00 would cover maintenance where we spent \$27,300.00 this year. Chris said \$15,000.00 would cover routine items. If major equipment failed, then he would ask for more money at that time.

#### COLLECTION SYSTEM:

Line 5700 Robert Muller asked why we were \$10,000.00 over budget and why the increase to \$13,000.00. Chris explained the increase is due to Wright Pierce doing a facility review because we are approaching the 80% of capacity rule by DEP. We do not have a final figure yet so this item may be higher.

2006 SALARIES Salaries will be based on 2006 amounts budgeted.

#### CAPITAL PROJECTS:

Chris discussed the following projects for 2006:

1. Pump replacement-Union Street-2 pumps at \$14,300.00.
2. Scada System- phased approach  
2006 - \$149,000.00  
2007 - \$ 64,000.00
3. Smoke testing - \$ 8,000.00

PUBLIC COMMENT: None

OLD BUSINESS: None

#### NEW BUSINESS:

Chris informed Board that 1<sup>st</sup> draft of the facility Wet Weather Management plan is complete. He is reviewing document and should be ready for approval at the next meeting.

Chris discussed with the Board that Rural Development is requiring that a vulnerability assessment be performed and written by June 2006. Chris will start this after Wet Weather Plan is completed.

R.M. W.A.F. J.F.

David Gaecklein asked about Christmas bonuses for employees. Alden Jordan made a motion that the District do the same as last year. Robert Muller seconded the motion. Vote to get employee Christmas bonuses was unanimous.

CORRESPONDANCE:

Reviewed Letter of Intent from JJR Associates. (filed)

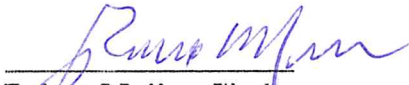
Reviewed 11/23/05 letter from Magalloway Engineering regarding golf course pump station specifications.

Reviewed District response to Magalloway 11/23/05 letter.

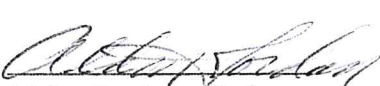
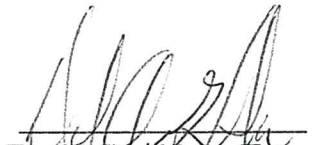
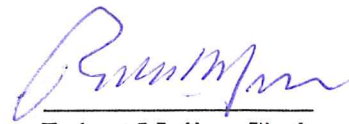
Reviewed Breakwater Design and Build letter dated 11/23/05 for Sunset Road and associated invoice.

Reviewed 11/7/05 letter from USDA regarding vulnerability assessment. See related topic under new business.

ADJOURN MEETING: Alden Jordan made motion to adjourn meeting. Robert Muller seconded the motion. Vote to adjourn was unanimous. Meeting adjourned at 7:45 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