

DATE: December 7, 2016

**Boothbay Harbor Sewer District Board of Trustees Public Hearing for
2017 Budget and 2017 Rates, Regular Meeting**

Attendees:

Deryl Kipp – Via Teleconference
Henry “Ted” Tedeschi
James Stormont
Chris Higgins

Call the 2017 Budget and 2017 Rates Public Hearing to Order

Trustee Kipp opened the public hearing on the 2017 Budget and the 2017 Rates. Trustee asked Trustee Stormont to conduct the hearing and meeting locally. Trustee Stormont noted there are no members of the public in attendance. The superintendent advised he had heard from one user (Mike Tomko) regarding the rates. Tomko inquired on the nature of the increase. The superintendent advised the increase was necessary for continued capital improvements and debt retirement.

The superintendent advised the trustees the current spreadsheets were updated with changes made from the last workshop and the year-to-date expenditure column was updated as of the 7th. The annualized column was adjusted to reflect activity since the last meeting. The superintendent advised the capital improvement budget may change due to the uncertain status of the Roundabout work (discussed below).

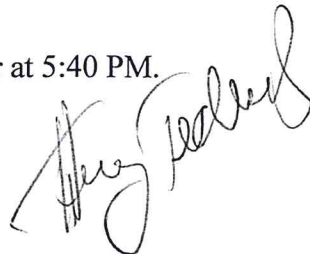
After review Trustee Tedeschi made motion to ratify the 2017 Budget as presented. Trustee Kipp seconded the motion. Vote to ratify the 2017 Budget was unanimous.

The Trustees moved on to the 2017 Rates. The 2017 Rate Sheet was reviewed. The superintendent advised the rate sheet was published in the Boothbay Register and was sent to all rate payers via U.S. mail. After review, Trustee Kipp made motion to enact the 2017 Rates as presented. Trustee Tedeschi seconded the motion. Vote to enact the 2017 rates was unanimous.

Trustee Stormont asked for a motion to adjourn the public hearing. Trustee Tedeschi made that motion and Trustee Kipp seconded the motion. Vote to adjourn the public hearing and commence the regular business meeting was unanimous.

Regular Business Meeting to Order:

Trustee Stormont called the regular business meeting to order at 5:40 PM.



Review of the Minutes of November 16, 2016

The minutes of the November 16, 2016, meeting was reviewed. After review, Trustee Kipp made motion to accept the 11/16/16 minutes as presented. Trustee Tedeschi seconded the motion. Vote was unanimous.

Review of Warrant 1318

Warrant 1318 was reviewed. After discussion, Trustee Tedeschi made motion to execute the warrant. Trustee Stormont seconded the motion. Vote to execute the warrant was unanimous.

Execute Certificate of Commitment for the December 1, 2016 Billing:

After review, Trustee Tedeschi made motion to execute the Certificate of Commitment for the December 1, 2016 billing. Trustee Kipp seconded the motion. Vote to execute was unanimous.

Execute Lien Demand Notices: Engert, Kennon, Latter, and Myshrall

The Trustees reviewed the certificates. After review, Trustee Tedeschi executed the certificates

Execute Lien Certificates: Barter, and Colette & Michael

The Trustees reviewed the certificates. After review, Trustee Tedeschi executed the certificates.

Execute Lien Discharges: Moore

The Trustees reviewed the discharge. Trustee Tedeschi executed the lien discharge.

Execute 60-Day Letters: Beaver Trust, Bouffard, Durfee, Farrin, Gagne, Hinds, Keegan, Lambros, Maddox, Perkins, Schicchi, Sharon, Shields, and Trottier

The Trustees reviewed the 60-Day letters. After review, Trustee Tedeschi executed the letters.

November Financial Reports:

The superintendent distributed the November Budget Reports and the Balance Sheet. The superintendent advised all lines are typical for this time of the year. The revenue lines are slightly ahead of last year. The District is in a strong financial position heading into winter.



Old Business:

1. Grit System Update – the superintendent reported the system start-up is complete and is now fully operational.
2. Union Street Pump Station Project – the superintendent reported the District has received 95% completed drawings, the contract, and specifications for the project. The superintendent noted Wright-Pierce was advised to include a section on Water District utility damage. Once the documents are approved by Rural Development, the project can be bid. The superintendent is in hopes approval will be received by late January 2017, for bidding in February 2017.
3. Plant and Collection System Operations
 - A. The superintendent reported there were no violations of the discharge permit for November. The plant removed 95% of BOD and TSS was calculated at 98%. There were no issues with BOD testing this month. 40,048 gallons of septage was received and treated. Simplex Grinnell was onsite to repair the building fire alarm system. The can room visual indicator was faulty causing false alarms. Blower 1 has developed an oil leak along the shaft. Personnel replaced the seals but the leak is still present. The blower was taken out of service and Roots has been contacted. There are three other blowers available for use. One is in use this time of year. QC Services was onsite to perform the annual calibration and O & M of the lab equipment. The master thermometer and the weight set were taken and recertified by QC Services. The plant roof fans and blowers were inspected and serviced. The next DMRQA samples have been ordered for the 2017 study. A heavy rain event occurred 11/29 into 11/30. 1.40 inches of rain fell from this event.
 - B. The crew responded to a plugged pump at Emery Lane (PS 17) station on 11/20. The pump was full of rags. The pump was returned to service the same day. The crew responded to an alarm at Meadow Station (PS 5). Upon arrival, personnel found #1 pump drive section totally separated from the volute. Upon inspection, the impeller was broken and the mounting bolts were sheared. New parts were ordered, the damage repaired, and the pump placed back into service. There were no issues at Manhole 2-53 during November. The crew has finished winterizing the McKown Point seasonal lines and prepped Juniper Point station for the electrical and mechanical upgrade. All of the station wet wells have been cleaned. The Spruce Point air release valve manhole and valve have been serviced. Several float switches and ISR relays were changed at the Factory Cove station.



4. Plant Influent Hydraulic Study – Nothing to report.
5. Plant Resiliency Study – The superintendent reminded the Trustees there is a public meeting on December 15 at 1:00 for the report presentation to the public. The meeting will be held at the town office on Howard Street.
6. Website – the superintendent reported there is continued use of the website.
7. Roads End Station Failure – The superintendent reported nothing has been received by the District from DEP.
8. Evaluation of Capital Island and Squirrel Island Effluent Odor Study – Ongoing
9. Roundabout – Sebago Technics – The superintendent reported significant movement on this front. On 11/17, Sebago informed the District it was responsible for moving all conflicted sewer infrastructure of the roundabout design under the ME DOT Accommodation Policy. Sebago requested plans, specs, and a cost estimate being formulated and submitted to them by 12/25 for inclusion in their contract. The superintendent contracted with Wright-Pierce to review and develop plans, specs, and a cost estimate for the potential relocation.

To recap the events to date:

8/19/16 – Shane Kelly forwarded an email of potential conflict with roundabout design.

8/30/16 - Superintendent sends back a relocation plan.

11/16/16 – Superintendent reaches out to Sebago and sends district specs for relocation now that the vote was passed. No communication between Sebago and District since 8/30/16.

11/17/16 – Sebago informs the District it is responsible for relocation of sewer within the project area under the MeDOT Accommodation Policy.

11/22/16 – Danielle Betts sends Sebago the following regarding the District's 8/30/16 email:

“Hi Shane, This does not work for us. We would need the easement for the sewer line to extend no further into the site (on the southeast corner of the roundabout) than the edge of the proposed sidewalk. We will have future improvements built within 1 foot of the outer edge of the sidewalk and along



the ROW on both Route 27 and Common Drive. Future line/manhole maintenance and/or replacement would need to be located in the public ROW to extend no further than the outer edge of the sidewalk.”

11/30/16 – the superintendent asks Sebago to meet to discuss the relocation and advises of potential project delays.

12/1/16 – the District sends the following:

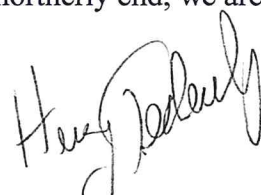
“The District continues to investigate options for relocation. We have submitted one option on August 30, which was denied by Knickerbocker on 11/22. Unfortunately we lost a significant amount of time here. I am in hopes we can all come together to make some changes that will minimize costs for all and avoid any delay.

As I look at this roundabout design plan, several questions come to mind that I think warrant an explanation regarding the manhole conflicts:

- 1) Why place a catch basin on the northerly most manhole? The catch basin structure could easily be moved one side or the other.
- 2) Why place the easterly curb line on the northerly most manhole? The curb line could easily be adjusted to the east enough to miss the manhole.
- 3) As an option, Sebago has affirmed removal of the intersection manhole and approved placing a pipe section in its place keeping the sewer line contiguous and remaining under the roundabout. Therefore the pipe is not the issue, but the manhole is. Why can't the inner circle diameter of the roundabout be reduced to remove the conflict of the intersection manhole? Seems this could be designed this way and leave the outer circle as is so the manhole will be in the concrete apron.
- 4) It seems the entire roundabout entrance from the south is shifted westerly away from parcel U18 Lot 24. If this entrance remained symmetrical to the rest of the roundabout the manhole would be within the center circle completely out of the way.

A few tweaks as stated above could easily remedy the manhole conflicts and not add significant costs to the project.

I have attached another concept to ponder. This concept places a sewer line just outside the circle and within common drive. This location will allow us to miss the storm drain, but will still place the manhole in the raised median outside the circle and may conflict with the sidewalk on the southerly side of the circle. In addition, I am not sure if any trees will be impacted with this route. This will require the district to install two manholes and remove one and place a spool piece of pipe in its place. There will be deep cuts to enable the existing sewer slope to be maintained. On the northerly end, we are



proposing to install a 6" HDPE pipe for future use for Barter's Island Road. We would run the pipe along the current turning lane west of the monument and terminate just east of the water line crossing in the proposed parking lot near the post office.

So all are on the same page, the trustees have decided any costs associated with the construction of the attached proposed concept or any other proposed concept, (if this is the only alternative) will be put to a vote of the District. There will be a special district meeting, with proper public notice, pursuant to the District's charter. The ratepayers will have an opportunity to weigh in on this expenditure. The District trustees will abide by the results of the vote. This will take time and may delay the project schedule. This will be an agenda item at the District's next trustee meeting scheduled for 12/7 at 5:00. All are welcome to attend.

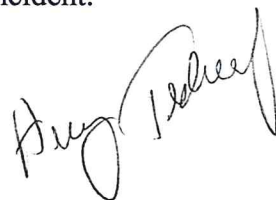
Finally, and as an extreme measure, should an amenable solution not be found, the District could exercise its eminent domain rights to take land and place a sewer line for the benefit of all Boothbay users. This would obviously be a last resort and one that is not in anyone's best interest. This would certainly delay the project."

12/2/16 – Sebago replies and advises to take under consideration and discuss at the 12/13 meeting.

After a review and discussion of the above, the superintendent recommends the district put a costs associated with the relocation to a vote of the district rate payers. After discussion the trustees agreed and will move accordingly based on the 12/13 meeting outcome. Stay Tuned.

New Business

1. Execution of Biosolids Disposal Contract: The superintendent reported the executed contract was received from Casella
2. MMA Health Trust Insurance – As directed by the Trustees, the superintendent advised the employees have returned the enrollment change forms for the new PPO 2500 Health policy. The District will submit the forms to MMA for a January 1, 2017, change over.
3. MH 2-53 Overflow Event – 12/1/16: The superintendent reported an overflow event occurred on 12/1/16. The event was extremely minor. The alarm was engaged for 4 seconds, but it was long enough to flow out of the pipe. The DEP was notified and a written report was submitted. The District will await the MeDEP Non-Compliance Committees review of the incident.



Correspondence

1. Town of Boothbay Harbor Tax Foreclosure on Property – The superintendent advised the trustees on the Town's plans to foreclose on five properties on January 9, 2017. The properties in question owe the district money for sewer. Colette & Michael owe the District approximately \$654.00 in back sewer fees. They owe the town \$2,371.57. Susan Paquette owes the District \$754 and the taxes owed are \$1,400. Sprucewold Lodge and Dining Hall owes \$3,000 and \$1,800 respectively. They owe the District \$1,000 and \$2,854 respectively. The superintendent advised an update will be given at the next meeting. The Trustees will wait until then to make any further decisions on the accounts.

Public Comment:

None


Motion to Adjourn the Regular Meeting:

Trustee Kipp made motion to adjourn meeting. Trustee Tedeschi seconded the motion. The regular meeting adjourned at 18:06 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


Henry Tedeschi, Jr., Treasurer

James Stormont, Clerk