

SOUTHWEST HARBOR WATER & SEWER DISTRICT

Approved Minutes, Board of Trustees Meeting

Town Hall Meeting Room

Thursday, December 8, 2016

6:00 pm

Item 1 Convene meeting

Meeting was called to order at 6:03 pm. Attending were Board members Jim Geary, Don Lagrange, and Jim Vekasi and District Manager Steve Kenney.

Item 2 Approval of minutes from previous meetings Discussion of Personnel Manual was tabled at the November meeting so that will be stated in the minutes.

Jim Geary moved that the draft minutes of the November 11, 2016 meeting be approved as amended. Seconded by Jim Vekasi. Vote 2/0/1 (abstention by Don Lagrange who was not present at the November 11, 2016 meeting)

Item 3 Visitors to be heard None

Item 4 Executive Session None

Item 5 District Manager's Report

- A. Response to DEP inspection report. Nothing new to report.
- B. Office Manager position. Position has been advertised in local papers and the Maine Municipal Association job site. Two qualified people have responded so far. From information available at the meeting, the eligibility of part-time employees for benefits is not clear. Steve will locate the signed version of the personnel manual approved at the December 21, 2015 Board meeting to help clarify the issue. There may be a need to review the personnel manual and update some sections.
- C. **Sewage Treatment Plant analysis.** Steve has received a structural analysis and roof analysis from consultants and Consulting Engineer Bill Olver will be starting the evaluation of the treatment process. Information will be shared with the Town Select Board as it is available in order to coordinate capital spending. While there is still much to do to complete the report, the thinking at this point is that there is adequate room on the site to make needed upgrades to clarifiers, sludge digestion and storage, and potential nutrient removal and that it would make sense to stay on the current site if the building is structurally sound. As the building is sound, but needs maintenance and rehabilitation totaling approximately \$540,000, it makes sense to start implementation of the recommendations of the structural and roof analysis. Don Lagrange plans to communicate this information to the Select Board.

- D. Steve printed and mailed out billing arrears “reminder” notices and plans to start the formal collections process for accounts 90 days or more in arrears this week.
- E. The Magnetic Meter for the wastewater plant has come in. Steve hopes to have it installed next week. Then it will need to be programmed and calibrated.
- F. It took two weeks but Steve was able to correct a \$3,000.00 error in our favor with USA Bluebook.
- G. Some progress has been made on the water treatment SCADA system. Two of the three utility programming companies are getting quotes together. Steve is planning to meet with the third.
- H. Steve attended the Maine Rural Water Association convention this week. As well as attending technical sessions, he met with representatives of the USDA Rural Development program and discussed their loan and grant programs. We are eligible to apply for a grant of up to \$30,000 to evaluate our current sewage treatment plant. In addition, low interest loans with federal cost sharing are available. Maine Rural Water Association staff can help us coordinate this process.

Don Lagrange moved to direct Steve Kenney to apply for a Rural Development grant to evaluate the existing sewage treatment plant and identify alternatives for rehabilitation or replacement. Seconded by Jim Vekasi. Vote 3/0/0.

- I. Three District staff (all except Steve) have current injuries or conditions affecting their ability to work.

Item 6 Financial

- A. Financial Reports. With only a few weeks remaining in the fiscal year, spending totals for both water and sewer are within budget and revenue is slightly above budget.
- B. Draft 2017 Budget. Board reviewed the draft budget.

Jim Geary moved to approve the 2017 budget subject to changes discussed at this meeting. Seconded by Don Lagrange. Vote 3/0/0.

The approved budget is attached to these minutes.

Item 7 Approval of Warrants

Don Lagrange moved to approve Payroll Warrants 78, 79, 80, and 81; Water Warrant 83; and Sewer Warrant 82. Seconded by Jim Geary. Vote 3/0/0.

Item 8 Old Business

Action items from previous meeting

- A. Final version of Personnel policy. (See Manager’s report)

- B. Multi-year capital improvement plan (tabled to next meeting)
- C. 2017 sludge hauling (tabled to next meeting)
- D. Backup generator problem (tabled to next meeting)
- E. New sewage grinder (waiting on 208v motor manufacture due to new standards)
- F. Additional board members (discussed at Select Board meeting – requires charter change)
- G. Permit transfer (Berstein Shur is working on it. Requested abutter information.)

Item 9 **New Business** None

Item 10 **Date of next meeting** Thursday, Jan 12, 6:00

Item 11 **Adjourn meeting**

Don Lagrange moved to adjourn the meeting at 8:38 pm. Seconded by Jim Geary.
Vote 3/0/0.

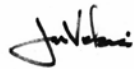
Attachments:

Approved 2017 budgets

Submitted,



Approved 12.18.2017



Jim Vekasi

Clerk