

SOUTHWEST HARBOR WATER & SEWER DISTRICT

Approved Minutes, Board of Trustees Meeting

Town Hall Meeting Room

Thursday, August 11, 6:00 pm

Item 1 Convene meeting

Meeting was called to order at 6:22 pm. Attending were Board members Don Lagrange, Jim Geary, and Jim Vekasi and District Manager Steven Kenney. Visitors included Select Board liaison Lydia Goetze and Town Deputy Treasurer Renee Atwater.

Item 2 Approval of minutes from previous meetings

Don Lagrange moved that the draft minutes of the July 14, 2016 meeting be approved.
Seconded by Jim Geary. Vote 3/0/0.

Item 3 Visitors to be heard None

Item 4 Financial report

Town Deputy Treasurer Renee Atwater presented the current financial report followed by discussion. The board concurred that financial overview is critical and that we needed both adequate time to review reports and a better understanding of the TRIO financial reports. It was agreed that financial reports would be sent out approximately a week before the monthly meeting to allow time for review and that board members would submit timely comments and questions to all via e-mail for response by Renee. We also agreed to have a separate meeting during the work day focusing on finance. The meeting date and time, probably in the morning of either August 16 or 17, will be determined by e-mail discussion and will be held in Renee's office. In advance of this meeting, each Board member will submit questions or topics to be discussed.

Item 5 District Manager's Report

A. Hydrants. Hydrant rehab is continuing and the hydrants near the Seawall Motel and Landscaping are now functional.

B. WTP air compressor. The existing aged air compressor, needed to operate the water filters, failed and has been replaced. Cost \$2,600.

C. WWTP odor. It is still not known what exactly caused the large inflow of solids that upset the plant last month causing serious odor problems, but the odor was brought under control within a few days by removing excess sludge and increasing the air flows. High summer is always the time of greatest solids build-up in this area and the staff has been working steadily to increase waste sludge concentration by decanting the clear liquid from the sludge tanks and hauling concentrated sludge to the Ellsworth plant. It is anticipated that the sludge concentration process will dramatically reduce sludge removal costs in

2016 as compared with previous years. With a year of experience of knowing sludge hauling volumes, Steven plans to solicit quotes for 2017 sludge hauling.

D. Water meter reading problems. Long standing problems with the customer meter reading system have led to excessive use of estimated billing. Steven is working with the vendor on possible solutions. The District recently switched internet service from Time Warner to the Town fiber. That may help also.

E. Steven is proposing that we hire a part-time clerk to be posted in the new office at the Town Office building. This would relieve him of time-consuming administrative duties and be a step toward being administratively self-supporting. The Board concurs and Steven will be making a proposal.

F. Problems at the Clark Point Lift Station with controls and non-functioning alarms related to a sewage backup in an adjacent business. We may receive an insurance claim.

Item 6 Approval of Warrants

Don Lagrange moved to approve Payroll Warrants 49, 50, 51, and 52, Water Warrant 53, and Sewer Warrants 54. Seconded by Jim Geary. Vote 3/0/0.

Item 7 Old Business

A. Replacement of WWTP inflow channel grinder. Replacement of the current Muffin Monster grinder was submitted to the Town as a requested replacement of an equipment item with a life of 20 or more years. Steven has not yet received a response.

B. WTP SCADA update. In the latest frustrating event in this long process, the sample actuator proposed as a replacement actuator for the three-way valves finally arrived and is incompatible with our system as it is too large and heavy with no clear way to fit it to the existing valves. The next step is not clear.

C. Fernald Point storage tank on park land. Steven had an informal discussion with park lands person Emily Pagan. Emily said that there are not prescribed rights when dealing with federal land. We are awaiting a response from our attorney on the matter and are wondering if our presence on the land preceded park ownership and if that would be a critical factor.

D. Action items from previous meeting

1. Remind Renee Atwater to complete combination of water and sewer checking accounts. (Don) Renee is aware, but has not had time to accomplish yet.
2. Meet with Renee Atwater to discuss financial reporting. (Jim G) Done. Jim V also met with her.
3. Contact Cathy Miller regarding prison release workers. (Don) Discussions between Steven and another person involved in this program are ongoing.
4. Contact attorney regarding prescribed rights for water tank and piping location. (Steven) Message was sent with no response to date.
5. Draft procedure for public notification. (Jim V) Discussion of draft procedure tabled until future meeting.
6. Add Bob Salsbury and Lydia Goetze to admin e-mail list. (Jim V) Done

Item 8 New Business

A. Surplus Equipment. Steven presented a new list of additional surplus equipment with little or no value to the District.

Don Lagrange moved to authorize Steven to dispose of surplus equipment. Seconded by Jim Geary. Vote 3/0/0.

B. Freeman Ridge sewer line. The Select Board has agreed to extend the sewer system along Freeman Ridge Road as part of a paving project. This will allow connection of four new customers in the near future (three with failing sewage systems and one new construction), a potential additional eleven connections to houses with currently functioning sewage systems (these will be required to request a waiver to avoid connecting now), and will potentially allow sub-division and development of an existing twenty-five acre parcel. The Board applauded this action as additional customers within the plant capacity will make the system more financially viable.

Item 9 Executive Session None

Item 10 Date of next meeting

Next meeting would normally be Thursday, Sept 8, 6:00, but may need to be changed to meet board member's schedules.

Action Items

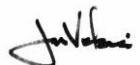
1. Arrange date and time for special meeting to discuss finances. (All)
2. Prepare list of topics and questions for finance meeting. (All)
3. Arrange time for next meeting via e-mail. (Jim G to start thread)
4. Keep review of Notification SOP on agenda for future meetings. (Jim)

Item 11 Adjourn meeting

Don Lagrange moved to adjourn the meeting at 8:02 pm. Seconded by Jim Geary. Vote 3/0/0.

Submitted,



Approved 9/15/2016

Jim Vekasi
Clerk