

## Southwest Harbor Water & Sewer District Minutes

Continued from December 16, 2015

December 21, 2015

Town Office

3:00 p.m.

- I. Call to Order/Roll Call- Jim Geary called to order the 12/21/2015 Water & Sewer District Meeting at 3:10 pm to continue agenda items L, N, P, Q, R, and S, from the 12/16/2015 Water & Sewer District Meeting. Present were; Jim Vekasi, Jim Geary, Donald Lagrange, Utility Manager, Steve Kenney, Finance Director, Tabbetha Newenham and Town Clerk, Marilyn Lowell.
- II. New Business:
  - a. Election of Chairman, Clerk, Treasurer- Elected
  - b. Authorize P & C and Health Insurance (Tab 20)- Authorized
  - c. Appoint Legal Counsel (Tab 13)- Appointed

Executive Session pursuant to 1 M.R.S.A. § 405 (6) (E) Consultations between the District and its Attorney

Executive Session pursuant to 1 M.R.S.A. § 405 (6) (A) relative to personnel matters.

- d. Appoint District manager- Appointed
- e. Adopt a Corporate Seal (Cover)- Adopted
- f. Adopt By-Laws (Tab 4)- Adopted
- g. Adopt mailing address P.O. Box 1100, SWH with a physical address of 89 Long Pond Road, SWH.-Adopted
- h. Authorize Treasurer to establish required checking accounts- Authorized
- i. Contract with SWH for administrative services (Tab 5)- Approved
- j. Adopt SWH Sewer Ordinance as the SWH Water & Sewer District Sewer Ordinance (Tab 6)- Adopted
- k. Adopt SWH Water Ordinance as the SWH Water & Sewer District Water Ordinance (Tab 7)- Adopted
- l. *Adopt a personnel policy (Tab 8)-*

~ Jim Geary recapped questions from 12/16/2015 meeting, which were discussed with the legal counsel. Jim asked to allow board to review changes to Personnel Policy, in revised copy, which included items from discussion with legal counsel 12/16/15 conference call.

~ It was noted that after Legal Counsel goes over final policy, that some of the item lettering may possibly be different.

~ Jim Geary noted a few housekeeping items after reviewing the revised Personnel Policy.

~ Jim Geary questioned the Harassment Investigation Personnel and who it was.

~ Jim Vekasi stated that he felt it was the Boards responsibility to appoint that person.

~ Steve Kenney commented that in other areas, they used the Police Department, since they were a third party.

There was mention of a member of the Town or Municipal Employee taking on this responsibility.

~ Donald Lagrange felt this would not be in Town's best interest, since it could lead to legal issues. It could go to the Human Rights Commission, which is the end all.

There was continued discussion on this item and it was agreed that the Board of Trustees would act as the Harassment Investigation Personnel.

Jim Vekasi moved to adopt the Personnel Policy, as edited.

Donald Lagrange second. Vote 3/0/0

Donald Lagrange asked chairman to revisit item M, because Steve Kenney found some discrepancies and inconsistencies with job descriptions. Jim Vekasi second. Vote 3/0/0

~ There was discussion on the job discrepancies.

Jim Vekasi moved to approve the position description of the utility field technician as amended. Donald Lagrange second. Vote 3/0/0

- m. Adopt job descriptions: Manager, Chief Water, Chief Sewer, & Technician (Tab (9, 10, 11, 12)- Adopted
- n. Appoint RHR Auditors (Tab 13)- Tabled to future meeting.
- o. Employment Posting, Authorize Advertising- Authorized
- p. *Effective Operating Date, January 1, 2016*- During discussion of this item, the following items were brought to attention.
  - \* What does the Sewer owe the Town?
  - \* Will the District pay the debt services?
  - \* Will liens carry over to District?
  - \* Will the liens need to be done over since they are Town Liens?Don will follow up on lien questions, to be sure there is no issue.

Jim Vekasi moved to approve memorandum of understanding between the Town of Southwest Harbor and the Southwest Harbor Water & Sewer District, stating a transition date of January 1, 2016, as well as stating additional terms needed to clarify duties and responsibilities during the period of transition. Donald Lagrange second. Vote 3/0/0

- q. *RFP: Sludge hauling and processing plant, Authorize-*

~ Donald Lagrange explained the RFP was simply a document authorizing the District Manager to prepare, draft RFP requests and bring them back to the Board of Trustees for approval.

~ Steve Kenny stated there are several contracts of the Water & Sewer that need to be re-addressed, for the District and some that need to go out to bid, that have not in the past.

Jim Vekasi moved to authorize District Manager to prepare a draft request for proposals to haul sludge for the District for review by the Board of Trustees before issuance. Donald Lagrange second.

~ Jim Geary asked if it was just for the sludge hauling only?

~ Steve Kenney explained the process of hauling the sludge. This incurred more discussion in the process.

Jim Vekasi stated he would amend his motion as follows: I move to authorize the District Manager to prepare draft requests for proposals for review by the Board of Trustees before issuance, to haul sludge and other needed services for the District. Donald Lagrange second. Vote 3/0/0

Jim Geary moved for a 5 minute recess. Donald Lagrange second. Vote 3/0/0 at 4:40 pm

Jim Geary reconvened meeting after recess at 4:45 pm.

- r. *Adopt 2016 Water Budget (Tab 14)*- Tabbetha Newenham walked the Board through the 2016 Water Budget with current employees with the administration salaries. This incurred more discussion and clarity on the budget.

Donald Lagrange moved to accept Water Budget as presented. Jim Vekasi second. Vote 3/0/0

- s. *Adopt 2016 Sewer Budget (Tab 15)*- Tabbetha Newenham took the Board through the 2016 Sewer Budget, giving more clarity on the break downs and how figures were reached.

Jim Geary made a motion to adopt the 2016 Sewer Budget. Donald Lagrange second. Vote 3/0/0

Donald Lagrange moved to reconsider item H. Jim Vekasi second. Vote 3/0/0

~ Tabbetha Newenham had contacted the auditor about having 1 bank account. It was possible with a lot of “due to/due from” meaning manual journal entries. BHBT would have the payroll account set up, so you could transfer money from water & sewer to payroll. The 5 accounts would be the most manageable. No further action required.

- t. *Adopt Water Rates, fourth edition (Tab 16)*- Adopted
- u. *Adopt Sewer Rates, July 1, 2015 (Tab 17)*- Adopted
- v. *Adopt Cross Connection Control Program (Tab 18)*- Adopted
- w. *Adopt Water Department Terms and Conditions (Tab19)*- Adopted
- x. *Adopt Harris/Trio software for accounting (discussion)*- Adopted

III. *Other Business (Appoint)*- Jim Vekasi stated he would like the board to meet with Steve and review his recommendations, from the job applications.

IV. *Next Meeting Date*: Next meeting on December 29, 2016 at 6:00 pm. With a tentative meeting, January 13, 2016 at 6:00 pm.

V. *Adjourn Meeting*: Donald Lagrange moved to adjourn. Jim Geary second. Vote 3/0/0 at 6:25 pm.

Approved at 1/18/2016 meeting
Vote 3/0/0
Marilyn J. Lowell
Town Clerk