

Northport Village Corporation
Utilities Department
Minutes: September 10, 2004 Meeting

Convened at 2:30 p.m.

Present: Crofoot, Cressey, Metcalf and Spollett (by telephone), Coughlin (late). Also R. Brockway, M. Brockway, J. Badershall, A. Badershall, B. Crofoot, Karen Hoedtke.

Minutes of August 6, August 20 meetings. No Objections.

Assignment of Responsibilities

- Crofoot: Chairman
- Metcalf: Superintendent Search
- Cressey: Office Function
- Spollett with Crofoot: Budget Preparation

Office Function

- A vigorous effort to collect water and sewer bills in timely fashion was carried forward with great efforts by Jane Badershall, Beverly Crofoot, and Bill Cressey. The sending of shutoff notices resulted in prompter payment. Three actual shut-offs were performed. Outstanding Sewer bills are down to \$6,800; outstanding water bills down to \$5,750.
- A new office secretary has been hired—Karen Hoedtke. At present, she will work 20 hours a week for the Utility Department and General Government. Neptune came on September 9 to do in-service training on the electronic meter reader. Work is still ongoing to get meters read and a correct September billing out.

Utility Functions

- John Fancy has prepared the August reports for DEP and DHS. He will not be available for the September reports. A Wet Weather Management Plan was submitted to the DEP. Fancy has instructed Fernie Barton in the updated testing requirements of our new DEP license with increased frequency of testing.
- **Memo** from John Fancy regarding the New License. Year round flow allowance of 63,000 gal/day is confirmed but negotiations to decrease testing in the winter months were unsuccessful.
- The flow recorder and transducer at the treatment plant were installed today.
- Dick Brockway has done the water meter reading at the vault in Belfast.

Construction Projects

- Phase I: Lynch is out of town and not likely to be back. Dirigo Engineering will oversee their punch list and withhold payment for any items left undone.
- Phase II: A tenth warrant will be developed by Dirigo and John Fancy to address final work. Dirigo will address punch list items. Any citizen complaints should be directed to the Village office and will be forwarded to Dirigo.

Superintendent Search

- Rick Knowlton of AquaMaine presented his ideas for contract operation of our utilities. His company deals primarily in water systems but does manage the Vinalhaven Wastewater Treatment Facility. They provide comprehensive billing and collection services and will provide a proposal with and without such a service.
- Neither John Carmen nor Bill Olver are able to make proposals.
- Judy Metcalf will continue to investigate other Superintendent candidates.
- The cost of contract operations is uncertain. With the addition of \$20,000/year in additional debt service to the water budget as a result of the Phase II deep water extensions, there is very little room for operating costs in the water budget. Two thirds of a \$120,000 budgeted income will go toward debt service. A water rate increase may be necessary.

Meeting adjourned at 4:30 p.m.

David Crofoot