

**VEAZIE SEWER DISTRICT
Regular Meeting Minutes
December 16, 2013
6:30 P.M.**

Attended by: Trustee Norman Webb, Treasurer Jim Parker, Chairman Rob Tomilson, Chief Operator Dana McLaughlin, and members of the public.

- 1) Call Meeting to Order – Rob called the meeting to order at 6:31p.m.
- 2) Consider Nov Meeting Minutes – Minutes were approved.
- 3) Review Agenda – Jim requested that the Release Deeds and Discharges be moved to the top of the agenda so the notary could leave. Rob also requested that all items on the agenda to be moved to before the executive sessions so to limit using the stairs as much as possible. Jim motioned these changes to the agenda, Norman 2nd the motion, unanimous.
- 4) Jim made a motion to sign the lien releases/discharges prepared by Attorney Tom Brown, with the exception of the property that Jim Parker acquired. Jim did not sign this release of deed since it would be a conflict of interest. Cindy from Attorney Tom Brown's office notarized the releases/discharges. Vote was unanimous. Rob motioned that the release of deed for the property acquired by Jim Parker be released to him, Norman 2nd the motion, unanimous.
- 5) Public Comments – No public comments.
- 6) Warrants – Signed by the board members.
- 7) The May 2012-2013 Auditor's Final Report was presented to the board
- 8) Office Manager Report-reviewed by the board.
- 9) Operations report-Dana presented the operations report for November 2013.
- 10) Dana touched bases on the info that is listed on the agenda.
- 11) As of January 1, 2014, the Hathaway property bills will all go to Rod Hathaway, not the property tenants.
- 12) At 7:16 p.m. Rob motioned to go into Executive Session Pursuant to 1 M.R.S.A. 405(6)(A) to discuss a personnel matter, Jim 2nd, unanimous. At 7:50 p.m., Rob motioned to come out of executive session, Jim 2nd, unanimous. Jim motioned to give Dana the authority to make Rebecca Chase a full time employee, with no raise, but with health insurance for herself only. Also, to give Dana the authority to hire part time help from a staffing agency when needed. Norman 2nd this motion, unanimous.

- 13) At 7:52 p.m., Rob motioned to go into Executive Session Pursuant to 1 M.R.S.A. 405(6)(A) to discuss a personnel matter. At 8:07 p.m., Rob motioned to come out of executive session, Jim 2nd, unanimous. Jim motioned to recognize Dana as the Superintendent of the Veazie Sewer District, with approximately \$1.00/hr raise, and with a performance evaluation in April or May of 2014 to reconsider Dana's salary and benefit package. Norman 2nd this motion, unanimous.
- 14) There was no need for another executive session.
- 15) The treasurer's report was presented.
- a.** Jim made a motion to instruct Attorney Tom Brown to initiate a declaration judgment action in superior court to determine entitlement and obtain instruction as to the application of the retirement funds for Gary Brooks III's compensation agreement. Bud 2nd the motion, unanimous.
 - b.** Jim made a motion to authorize the treasurer to transfer \$28,876.00 from current cash in the Veazie Sewer District checking account to the Debt Service Reserve. These funds may be removed by the treasurer from the Debt Service Reserve Account for the sole purpose of making principal and interest payments to the Maine Municipal Bond Bank and for no other purpose without prior authorization of the Board of Trustees. Rob 2nd the motion, unanimous.
 - c.** Jim made a motion to authorize the treasurer to transfer \$9,315.00 from current cash in the Veazie Sewer District checking account to the Capital Reserve Account. Norman 2nd the motion, unanimous
 - d.** Jim made a motion to authorize the treasurer to transfer \$8,000.00 from current cash in the Veazie Sewer District checking account and place the funds into a Sick Leave Reserve Account, Norman 2nd the motion, unanimous
 - e.** Jim made a motion to authorize the treasurer to distribute, on a prorated basis, funds from the Sick Leave Reserve Account to employees no longer employed by the district. The balance accrued for the current employee, Dana McLaughlin, shall remain in the fund. Norman 2nd the motion, unanimous.
- 16) A delinquent accounts report was presented to the board.
- 17) There was no other business.
- 18) Jim made a motion to adjourn the meeting at approximately 7:45 p.m, Norman 2nd the motion, unanimous.

NEXT MEETING WILL BE HELD TUESDAY, JANUARY 21, 2014 AT 6:30 P.M.