

**VEAZIE SEWER DISTRICT**  
**Regular Meeting Minutes**  
**April 28, 2014**  
**6:30 P.M.**

Attended by: Trustee Norman Webb, Treasurer Jim Parker, Chairman Rob Tomilson, Superintendent Dana McLaughlin, and Attorney Tom Brown

- 1) Rob called the meeting to order at 6:33 p.m.
- 2) Jim made a motion to approve the March 19, 2014 meeting minutes, Norman 2<sup>nd</sup>, passed unanimously.
- 3) Agenda was reviewed. Per Rob, add District Summary Letter vote and DO Control to the agenda.
- 4) There were no public comments.
- 5) The warrants were signed by the board members.
- 6) The Office Manager Report was reviewed.
- 7) The board reviewed the 2014-2015 draft budget. Norman made a motion to approve the budget with the expenses \$484,410.00 and the income \$484,410.00, Rob 2<sup>nd</sup>, passed unanimously.
- 8) The Impending Foreclosure amounts procedure was discussed. If a lien on a property has matured, then the district automatically owns the property. In this case, the Impending Foreclosure Notice sent to the previous owner should state the complete balance of the sewer account be paid in full to release the deed back to the owner.
- 9) Dana presented the operations report for March 2014:
  - Jim motioned to approve the RV Waste Policy with the change that \$10.00 per discharge be added to the policy, Norman 2<sup>nd</sup> the motion, passed unanimously.
  - The Payment Receivables Policy was presented. Jim made a motion to approve the policy as written, Norman 2<sup>nd</sup>, passed unanimously.
  - Dana presented the MMA Loss Control letter.
  - The ice storm clean up is still in progress.
  - The new pump is working great.
  - The TLVs and the contact tank need cleaning this summer.
  - A survey from the Department of Marine Resources is to be completed.
  - Dana has interviewed two applicants from the University of Maine for the summer intern position. The position will be filled per Dana's discretion for the period of May to Sept.

- 10) The Treasurer's report was presented to the board. The sick leave reserve will be eliminated from the report due to reimbursement in the town assessment.
- 11) The delinquent accounts report was presented to the board. The district will be starting small claims proceedings on the accounts that have balances from quarters that were never liened and that have passed the timeframe to lien at this time.
- 12) At 7:40 p.m., Jim motioned that the board go into Executive Session Pursuant to 1 M.R.S.A.405(6)(A) for Consultation with the District's attorney regarding rights and responsibilities, Norman 2<sup>nd</sup> the motion, unanimous. At 8:27 p.m., Jim motioned for the board to come out of Executive Session, Norman 2<sup>nd</sup>, unanimous. Jim motioned that upon receipt and acceptance by Gary Brooks of any liability resulting from a rollover of his retirement funds, and a full release and indemnification of the district and its past and current employees, the district will rollover the funds to a fund for Gary Brooks to control personally. If this is not accomplished in a manner acceptable to the trustees and their legal counsel on or before May 19, 2014, then the Morgan Stanley account will be closed and the funds will be sent to Gary Brooks, less federal and state withholding taxes and less any early withdrawal penalties. Any offered release and indemnification may be reviewed by the trustees without meeting prior to the district's legal counsel and will pull the trustees for acceptance or non-acceptance. Norman 2<sup>nd</sup>, unanimous. Rob motioned to amend the last motion of "past and current employees" to "past and current trustees". Norman 2<sup>nd</sup>, unanimous
- 13) At 8:30 p.m., Jim motioned to go into Executive Session Pursuant to 1 M.R.S.A. 405(6)(A) to discuss a personnel matter, Bud 2<sup>nd</sup>, unanimous. Norman motioned to come out of executive session at 9:16 p.m., Jim 2<sup>nd</sup>, unanimous.
- 14) In other business:
- Jim motioned to approve an alternate trustee for check signing and payroll purposes in the absence of himself, Norman 2<sup>nd</sup>, unanimous.
  - A draft of the District Summary Letter was presented by Rob. The letter will be reviewed by Jim and Norman with any revisions. Jim made a motion to approve the letter with revisions and be mailed to all Veazie residents in May, Norman 2<sup>nd</sup>, unanimous.
- 15) Jim motioned to end the meeting at 9:16 p.m., Norman 2<sup>nd</sup>, unanimous

NEXT MEETING WILL BE HELD MONDAY, MAY 19, 2014 AT 6:30 P.M.

APPROVED: .

  
Norman Webb, Clerk

DATE

6-3-14