

9 March 2010

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 23
FEBRUARY 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston (Treasurer), Trustee Carter (Clerk), Trustee Curtis, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Greg Ireland, Inspector, Dirigo Engineering, Absent: None.

1. The minutes of the 9 February 2010 trustees meeting were approved with revisions.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 9, 10 & 11 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. Mr. Ireland presented to the board a status report on the East Boothbay Water Main Replacement Project. Since the previous meeting the water main in Route 96 has been successfully disinfected and pressure tested and is now in service. As of 22 February 2010 crews began tapping the main and were now transferring services.

Mr. Ireland reported the water main continued to be installed in School Street with about 300 feet remaining. After the completion of School Street the crew was scheduled to move on to Meadow Cove Road and then to Beath and Back Narrows Road. The contractor was reported to have set up a crushing operation on Gramps Camp Road which is yielding 100% recycled road base and was refilling the entire trench with this material, not just the upper 24-inches as required.

On 10 February 2010 the manager, distribution foreman and Dirigo Engineering was requested by the town manager of Boothbay to a meet with him and a public works employee and officials from Boothbay Harbor at the East Boothbay Fire Station. The following is a synopsis of the town managers complaints:

- Dust is “outrageous”, crews need to sweep the paved areas and apply calcium on the gravel surfaces.
- The town manager did not agree with the decision at a previous project meeting to forego the use of reclaim as a temporary surface until the services are installed. He insisted upon the originally agreed upon use of reclaim or, as an option, 4”-6” of a 3/4” surface gravel with calcium applied on top
- Requested that Whorff notify the Boothbay town manager, when in Boothbay or Boothbay Harbor public works director, when in Boothbay Harbor, that the trench box is going to be left in overnight, streets are closed, or anything that might hinder emergency vehicles and not directly to public safety managers as was the current practice.
- Requested that Whorff provide on a weekly basis a week look-ahead schedule and the manager arrange for publicizing.

- Both towns have requested that pre-blasting of trenches be no more than a week ahead of the pipe crew.
- Shim. Grade, Fix Beath Rd. today.
- Monitor gravel depth to assure that 18" of gravel is in the trench and specifically, taking into consideration that the adjacent surfaces may be humped up due to the blasting
- Install "Sidewalk Closed" signs from School St. to the South end because of the irregular surface.
- Asked that the crews do a better job with housekeeping.

The manager also relayed an outburst by the town manager of Boothbay who lodged an "official complaint" alleging that BRWD staff had stated to Boothbay selectmen that "the only person complaining is (the town manager of Boothbay)".

The manager reported that he had investigated the complaint. The following was determined:

- The statement was made after hours, in a casual conversation with a Boothbay selectmen (a childhood friend) in which the selectmen unofficially asked the employee for an "opinion" as to public reaction.
- The statement made was factually correct.

Regardless of the accuracy of the statement made, the manager reported that he had advised all staff to no longer comment to anyone in the public, in any way, regarding public reaction to the construction project.

4. The AM presented the financial picture to the trustees. Although very early in the year, trends are within expectations.
5. The AM reported the crew would be attending a high-density polyethylene (HDPE) pipe welding certification course, to be administered by EJ Prescott at the district offices 25 February 2010.
6. The manager reported on treatment plant operations. The plant was operating at very good efficiency and within normal parameters. The manager reported that on 12 February 2010, the district had shipped two barrels of fluoride waste to Texas for disposal, in the custody of Clean Harbors Inc. The estimated cost for disposal was \$1,000.00.
7. The manager reported only normal winter operations for the distribution division.
8. The manager reported the SWAP update was ongoing with a rough draft anticipated for board review at the next trustees meeting.
9. The manager reported no new news concerning the permitting for the water withdrawal from Adams Pond but anticipated the Maine Department of Environmental Protection would be in contact soon.

10. The manger relayed to the trustees that he had completed a grant application for the Commercial Street Rehabilitation project in Boothbay Harbor and had had a pre-application meeting on 18 February 2010 with Rural Development (RD) at the Scarborough office. The manger reported that he had applied for just over \$900,000. The manager suspected that this request would be pared down as he got a handle on grant surplus from the East Boothbay Water Main Rehabilitation project. An RD decision on funding was anticipated within the next few months. The manager finished by stating he had authorized further engineering expense.
11. The Maine Department of Transportation (DOT) had opened bids for the Knickerkane Bridge Replacement Project but not yet announced the apparent low bidder.
12. The AM reported the annual audit conducted by Runyon, Kersteen and Ouellette was now underway with no “red flags” noted as of yet.
13. The meeting was adjourned at 1931 hr.
Trustee Curtis motioned, Trustee Carter second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager