

25 October 2011

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 11 OCTOBER 2011**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee MacPhee, Boothbay, (Vice Chair); Trustee Marston, At-Large, (Treasurer); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager; Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: Trustee Carter, Boothbay (Clerk).

1. The minutes of the 27 September 2011 trustees meeting were approved.
Trustee Reed motioned, Trustee Marston second, vote: unanimous
2. Warrants 57, 58, & 59 were approved after the manager explained, to the satisfaction of the trustees the reason for, and resolution to, the elevated electrical costs noted by trustee Reed at the previous meeting.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. The manager provided the board with a status report for the **East Boothbay Water Main Replacement Project**. On 3 October 2011 attorney Geoff Hole informed the liability insurance carrier that he was planning to report them to the insurance commissioner for lack of response. The manager stated that the surety had asked for few more days to complete the project. .
4. The manager reported on the progress with the **Sherman Street Water Main Replacement Project**. The project was reported to have met substantial completion with few punch-list items remaining. The manager went on to inform the board that the district had received unsolicited telephone calls from residents praising the work that was done. The following tasks were either complete or actively in-process:
 - a. The road was graded and prepared for pavement using a reclaim mix and compaction far exceeding town of Boothbay Harbor practice and standards;
 - b. Paving was completed 5 October 2011;
 - c. Clean-up, seeding, landscaping and miscellaneous minor repair was completed 7 October 2011 with Reny demobilization; and
 - d. A punch list was developed requiring the repair of a stone wall (on-going) and garden replacement (on-going).

The manager then went on to report that the project had gone very smooth and was now awaiting all of the bills to be entered to see how well we did, particularly with contracted services. The project was completed 5-days ahead of schedule.

5. The manager had nothing new to report concerning the **Bigelow Laboratories** project.

6. The AM reported on **Safety** matters. The AM informed the board that Adam Macy was injured on 6 October 2011 when he inadvertently walked into an awning on Commercial Street while reading meters, knocking him into a daze. Adam was admitted to the St. Andrews Hospital Emergency Room on a worker's compensation eligible visit and released. There was no lost-time injury and the prognosis for a full recovery was excellent. The manager and distribution foreman met him at the emergency room to confirm that status. The AM reported that he was fully recovered.
7. The manager provided the board with a report on **Treatment Plant Operations**. The manager reported that he moved Clarence Campbell III into the treatment plant to become qualified to operate the plant. The board was informed that Mr. Campbell possessed a Class III treatment license. Mr. Campbell's transfer was open-ended because of operational needs. That said he is in the driver's seat right now. His detail into the plant was described to be "open ended".

The manager went on to inform the board that on 5 October 2011 the district had switched back to Knickerbocker Lake and had been pumping steadily since. As of that morning the district had extracted 4,198,900 gallons for this second pumping session. Water quality was described to be marginal with aesthetics remaining very good.

On 28 September 2011 John Orne was promoted to Chief Treatment Plant Operator.

8. The manager reported on **Distribution Division** activities. Seasonal shutdown was scheduled for 13 October 2011 and the district was understaffed. It was described as being an "all hands on deck" shutdown.
9. The manager reported on the status of a possible meeting with the town of Southport concerning the **amalgamation of the Southport Water System and the BRWD**. The manager reported that he had been contacted by the Selectmen of Southport and asked that any meeting be scheduled on a Wednesday night. In later discussions with the chairman, the manager reported that the next possible night for a meeting was 26 October 2011. The board approved a meeting to be held at the Southport Town Hall at 1800 hr. on 26 October 2011. The manager was instructed to confirm with the Southport Water Commissioners and develop a draft agenda for the next trustee meeting.
10. The manager reported that on 29 September 2011, that he and the AM attended a meeting with the **Maine Water Utilities Association** designed to develop a coordinated plan to help towns implement ordinances requiring private household fire sprinkler systems.
11. The manager reported that there was nothing new with the **GIS System**.
12. The manager informed the board that he had received the comments from attorney Hole and made the changes to the proposed **contract with CMP** for the installation of radio equipment on the Mt. Pisgah and West Harbor Standpipe's. The revised contracts had been sent back to CMP and he was awaiting word. CMP contractors visited both standpipes and installation appeared to be easy.
13. Trustee MacPhee informed the manager that he had comments on the **Boothbay Region Water District Terms and Conditions of Service, Revision 3 (Draft)** and would bring them by the following day for his review.

14. The manager informed the board that Dirigo Engineering was working on the SCADA upgrade and would be meeting with staff in the very near future.
15. Trustee Pinkham informed the board that he had received a letter for the **Boothbay Region YMCA** asking the board to provide the water for the pool fill free of charge because it was for the children. Trustee Reed and MacPhee inquired if the PUC would allow such a donation. The AM explained that it could not because of a fairness and equity question it would raise with the remaining district customers. The board voted unanimously to reject the request and instructed the manager to draft a response for Trustee Pinkham to send informing the YMCA that their request was not granted.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous
16. The board voted to go into **Executive Session pursuant to 1 M.R.S.A. § 405(6) (A)** at 1940 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
17. The board came out of Executive Session at 2010 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
18. The manager reported the resignation of Mr. Adam Macy, Utilities Technician; effective 1 November 2011.
19. The meeting was adjourned at 2021 hr.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager