

26 April 2011

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 APRIL 2011**

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. Allen Knowles, Dirigo Engineering Absent: None.

1. The minutes of the 22 March 2011 trustees meeting were approved with revisions.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
2. Warrants 18, 19, 20 & 21 were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
3. The manager reported that there had been no report of any action by Colonial Adjusters dealing with claims still outstanding from the East Boothbay Water Main Replacement project. The manager went on to describe that the district was contacted in mid-March to provide materials to Colonial but had heard nothing since. It was reported that on 6 April 2011 Trustee Pinkham, Attorney Hole, Mr. Jim Lord P.E. and the manager had had a meeting to discuss the situation. At that time Mr. Lord had expressed his concern about the amount of funding expended by the contract to both engineering and legal to close out the project. As a result of that information, at that meeting, Chairman Pinkham instructed the group to do the following:
 - a. Declare Whorff in default putting the entire completion legally on the bonding company; and
 - b. Reimburse the district all fees paid in regards to the project, after the final completion date (25 May 2010) from the \$80,000.00 in retainage previously thought to go to the bonding company. (Approximately \$42,000.00 is owed to the district and counting).
4. Mr. Knowles submitted the following report as to the status of the Commercial Street Water Main Replacement Project:

The following list is a summary of work done to date.

- *The new 12" ductile iron main for Commercial Street is now complete in all sections.*
- *A new hydrant was installed at the bottom of Boothbay House Hill in place of the existing hydrant.*
- *The final section of main is flushed and pressure tested passing the pressure test with no loss of pressure.*
- *This final section of main is chlorinated and will be tested for bacteria later today and again tomorrow. If it passes both bacteria tests the service hookups could start on Thursday.*
- *Clean up has started for the businesses that will be opening soon.*
- *Sidewalk work has started, the sidewalk from Greenleaf Lane down to Palabra has been excavated and 12" of new base gravel put in place and compacted. Curbing is being reinstalled today in this same section.*

- *Berry Concrete should be casting the sidewalk samples very soon. They are waiting for the pattern stamp, which should be in their hands today.*

The manager added that administratively the project remained quiet. On 6 April 2010 construction meeting #13 was conducted where in pay request #3 was approved for \$75,476.54. The manager provided the board with a copy of construction meeting #13 meeting minutes.

5. The manager reported no activity during the previous period in regards to the Bigelow Laboratory Project.
6. The manager provided the board with the March budget report using the newly developed reporting format. The board indicated that they were satisfied with the format. Nothing looked out of normal at that time.
7. The board considered the four rate scenarios provided to them by the manager. After considerable discussion and weighing the pros and cons of each scenario, the board concluded that scenario #1 was the best alternative for the district's rate payers. Alternative one would go into effect as soon as approved by the Maine Public Utilities Commission. For most of the rate payers the minimum would increase an average of 12.01%. The new minimum rate for a year-round 5/8" meter would go from \$65.10 quarter to \$72.92 per quarter with 900 cubic feet allowance. The board also did away with the declining scale for overage opting for a single rate of \$5.46 per 100 cubic feet for overage for both year-round and seasonal customers. For seasonal customers the minimum would increase from \$260.40 to \$291.65 per season with the minimum of 1,800 cubic feet. The board voted to approve this rate increase and instructed the manager to proceed forth with.
Trustee Carter motioned, Trustee Marston second, vote: unanimous
8. The AM reported no safety issues in the previous period.
9. The manager provided the board with an update on treatment plant operations. Both filters exterior paint jobs were reported to be complete. The filters were found to be 115 ft³ short of anthracite media which was ordered and installed during this period. The cost for topping off the filters was approximately \$3,000.00. With the addition of media the dosage for alum has dropped off 28% (13.2 mg/l to 10.3 mg/l) with the same source water. The manager attributed the better filter efficiency, and corresponding savings, to better monitoring of filter media levels.
10. The manager reported on distribution division activities an informed the board that the seasonal turn-on had begun. All visible repairs to the 41 miles of seasonal main had been made and flooding the system started at 0700 hr. that morning. The manager explained that the phase of events were to be as follows; flood and flush, chlorinate, intensive flush, zone bacteriological sampling, re-sampling (if necessary) and meter installation. The manager anticipated the system to be ready for meters by 18 April 2011. The goal for the distribution crew was to have the majority of meters set by 22 April 2011.
11. The manager reported that he met with the town of Boothbay on 11 April 2011. The town was preparing a proposal for services with regard to source water protection efforts. The scope of services was in response to the recommendations laid out in the source water assessment plan (SWAP). In addition the town was a willing partner for additional 319 grant opportunities which will help the district receive more grant funding.

12. The manager reported the water main destroyed by the Maine Department of Transportation's contractor, working on the Knickerkane Bridge was rebuilt and ready for the final phase of bridge construction. The district is now awaiting the deck construction so that fasteners can be fabricated and the final piping can be completed. The piping is such that later this summer when the transition off of the old bridge takes place, to the new bridge, there will be no break in service to Hodgdon and Barter Island.
13. The manager updated the board in that he participated in the AWWA Fly-in 4 & 5 April 2011 in Washington D.C. The manager did pass along the board's thanks personally to Senator Collins and Congresswomen Pingree as well as the staff of Senator Snowe for the ARRA grant received earlier for the East Boothbay and Commercial Street. The manager reported that he had also met with Congressmen Michaud's staff as well. The main points of discussion revolved around funding RD and the SRF which were to be slashed as well as reigning in EPA which seemed very likely.
14. The board approved a meter downsize for Account #0801265, 73 Bay Street, Boothbay Harbor from $\frac{3}{4}$ " to $\frac{5}{8}$ " meter.
Trustee Curtis motioned, Trustee Carter second, vote: unanimous
15. The board voted to go into executive session pursuant to 1 M.R.S.A. § 405(6) (A) at 2022 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
16. The board voted to come out of executive session at 2032 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
17. The meeting was adjourned at 2035 hr.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager