

-
14 December 2010

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 23 NOVEMBER 2010**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis, Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Allen Knowles, Dirigo Engineering; Absent: Trustee Marston (Treasurer), Trustee Carter (Clerk).

1. The minutes of the 9 November 2010 trustees meeting were approved as written
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 66, 67 & 68 were approved contingent on review of Trustee Marston the following day.
Trustee MacPhee motioned, Trustee Pinkham second, vote: unanimous
3. Trustee Pinkham recognized Mr. Knowles who provided the board with an update of the Commercial Street Water Main Replacement Project. Mr. Knowles relayed to the board that overall the project was on schedule. He then went on to describe the following actions that had taken place and provided the board with the following:

The project continues to go well. The following list is a summary of work done to date.

- *The section 1 portion of 12" main line is complete this is 548 lineal feet of pipe.*
- *The new main has passed its pressure test and bacteria tests.*
- *Two new hydrants are in place and in service, one near Boothbay Harbor Shipyard and, one near Tugboat Inn & Restaurant.*
- *The permanent water services are almost all connected in this first section. There are five more to connect to complete the 1st section.*
- *Temporary water mains for Section 1 will be removed by tomorrow and the first section of road from the Shipyard to Tugboat will be graded and rolled in preparation for the winter break.*
- *Temporary services for Section 2 are 90% connected and should be complete by tomorrow.*
- *Installation of the new main for the 2nd section from Tugboat to Boothbay House Hill is scheduled to start next Monday.*
 - ✓ *A larger hoe ram has been brought on site and has helped to speed up the ledge removal where necessary.*
 - ✓ *The measures put in place as outlined in the last report has really helped to keep the project moving.*

Weather has caused a loss of three days thus far for the project. The contractor is behind the schedule they originally presented at the pre-construction meeting. Based on the performance thus far the next section of pipe, which is about 600 lineal feet, should take approximately the same amount of time. The first section of main and connecting services will have taken about 15 working days. If the weather holds the next section should be done by the third week of December. I will request an updated schedule from the contractor.

The manger reported no written complaints or issues to report at this time. The chairman was reminded that he was needed at Construction Meeting #1 to be held 1 December 2010 at the district office.

4. The manager provided the board with an update on the status of the East Boothbay Water Main Replacement project. The complaint matrix for all of the complaints outstanding was reported to have been turned over the Bill Whorff's bonding company who in turn was to coordinate with the insurance company to investigate and bring to final resolution the 80+ outstanding complaints remaining from the project. The board instructed the manager to have attorney Hole draft a press release for the status of the claims and have it put into an upcoming issue of the *Boothbay Register*.

The manager reported that negotiations for the financial resolution of the project with the bonding company were on-track and being dealt through the district's attorney, Geoff Hole Esq.

On 11 November 2010, the manager and Mr. Jim Lord P.E., Dirigo Engineering inspected a claim for improper feathering of the driveway into the new pavement for 206 Ocean Point Road. As a result of that inspection, Pike Industries was directed to address the problem for which they are committed to complete.

Additionally it was reported that Mr. Lord and the manager evaluated the complaint submitted by Mr. Scott Adams J.D. C.P.A. concerning the water from the culvert under Route 96 discharging into Mill Pond had changed course due to the project. After a thorough review, including input from Maine Department of Transportation (DOT) officials who owned the culvert, the associated rip-rap and dressing is in compliance with all applicable regulations and permits. This was relayed to Mr. Adams who stated that this is not the case and would call the district to schedule a meeting with the engineer (and attorney if needed). Trustee Curtis instructed the manager to have DOT officials present if such a meeting was to be scheduled.

Lastly the manager reported that the town of Boothbay Harbor has paid its portion of the Pike Industries contract for the overlay portion of the contract, in full. The manager reported that the DOT had yet to pay its invoice of over \$80K with Pike Industries scheduled to be paid on 1 December 2010. The manager had written to Representative Bruce MacDonald informing him of the situation. Trustee Curtis inquired if the district had formally contacted the DOT of the past due amount, which the district had not. Trustee Curtis instructed the manager to put the DOT on formal notice before any political pressure be applied.

5. The manager reported on the Bigelow Laboratory Project. Harry Crooker Construction had completed the new box culvert over the new water main near the Route 96 interface. Route 96 had received binder pavement and is good condition for the winter. The final overlay was scheduled to be completed in the spring after the asphalt batch plants get restarted.

The Phase 1 water main was completely installed with the exception of the final 100 foot tie-in on Green Landing Road. This section was already blasted with the final installation scheduled for the week of 29 November 2010. None of the installed infrastructure on the Bigelow property had been pressure tested or disinfected as of yet. The manager concluded that he anticipated the district taking ownership of the main sometime in late 2011.

6. The AM reported that the financial figures to date indicated revenues and expenses were still on the good side of the budget but a caveat was given that, as the year winds down, the district may see things tighten up and be close to or fall short of expectations.

7. The AM reported on the rate case. Raftelis had asked for more data clarification and had received same. There was no word as to percentages with a formal presentation forthcoming.
8. The manager reported no safety concerns or injuries in the previous period.
9. The manager reported that on 15 November 2010 the AM submitted the completed Department of Labor citation. Shortly thereafter Mike LaPlante, DOL requested information on why “this wasn’t done” and “that wasn’t done” for which AM walked Mr. LaPlante through the state provided paperwork which in-fact correctly documented, as requested all of the state’s requirements. At that point Mr. LaPlante then requested training records, never asked for nor required to be submitted, for which the AM provided.
10. The manager reported that the treatment plant is operating at very good efficiency, producing less than average finished water than normal. Treatment staff and the manger suspected the entire new main that had been installed to-date, tightened the system up to a point where it was showing up in pumping rates.

The manger reported reduced chlorine residuals in East Boothbay and suspected that this was due to the age of the water in the main. Because of the new main installed in 2010 in East Boothbay, demand had dropped in winter operations, most likely due to repaired leakage.

The manager reported that he had asked Dirigo Engineering to review the district’s treatment operation and storage procedures during winter months. The manager reported that he had met with Dirigo staff on-site on 19 November 2010 and reviewed storage and treatment procedures. It appeared that the treatment staff was slightly off on the manufacturing ratios between ammonia and chlorine for the production of mono-chloramine and would pinpoint optimum efficiency. Additionally a regime for manipulating the tank level at the Kenniston Hill tank was being developed were the tank would be operated at ½ capacity during the winter months, coupled with the use of “bleeders” in strategic locations in East Boothbay to freshen the drinking water.

11. The manager reported on distribution division activities. The seasonal shutdown was complete. The crew would be removing the floats from Knickerbocker Lake and Adams Pond over the following week as well as picking up the pace on the 2011meter maintenance program.
12. The manager reported that he had met with the Southport board of selectmen on 10 November 2010 and reported a very productive meeting. There is still very much interest in a possible amalgamation with plan starting to come together.
13. The manager reported that he had met with the chairman of the board of selectmen for the town of Boothbay concerning, among other things, the necessity of an assistant code enforcement officer (ACEO) for the town of Boothbay. The manger reported to the board that the selectmen would like to meet with the trustees in a workshop setting after the holidays. The board was very interested in this meeting as well.

14. The manger reported that he had provided all of the material concerning the operations of Mr. Pat Farrin on district property adjacent to Mr. & Mrs. Mitchell's property, to attorney Geoff Hole. The manger relayed that the attorney strongly suggested the district evict Mr. Farrin. The board moved to evict Mr. Farrin and construct a fence keeping both Mr. Farrin and the Mitchell's from using the disputed property.

Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous

15. The manger reported that Mr. Peter McNelis inquired from the district the feasibility of updating the Signal Point water main to public standards. The manager reported that he had been in contact with Reny Construction and Dirigo for estimates and would contact Mr. McNelis with the information. The manager stated he would keep the board informed if something came from this request.

16. The meeting was adjourned at 1936 hr.

Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager