

14 June 2011

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 24 MAY 2011**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston (Treasurer) , Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM).. Guest: Mr. Dan Flaig P.E., Wright-Pierce Engineering, Hon. Gerry Gamage, Selectman, Southport, Hon. Smith Climo, Selectman, Southport, Andy Hamblett, Boothbay TMCA, Lew Curtis, Boothbay Harbor. Absent: Trustee Carter (Clerk), Trustee Reed.

1. The minutes of the 10 May 2011 trustees meeting were approved with corrections.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
2. Warrants 27, 28 & 29 were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
3. Trustee Pinkham instructed the manager and Mr. Flaig to provide the board and the visiting selectman from Southport a presentation on the possible amalgamation. The presentation consisted of a talk, provided by Mr. Flaig on the phased improvement strategy for a mock master plan. The engineering review focused on sustainable fire storage and production for the island and costing the possible improvements. The manager focused on the logistics needed to facilitate a merger including the economic and political necessities. After much discussion throughout the room the board voted to participate and help fund a working group to further explore the possibility of a merger.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
4. The manager reported there was no change in status concerning the East Boothbay Water Main Replacement Project. The surety was reported to be a presence in the area and was reported to be working through remaining items. The manager anticipated very little in the way of remaining obstacles to the official finish line of this project, with the exception of the amount of retainage to be paid the surety. The manager reiterated that the district would be compensated for the engineering and cost overruns due to the poor performance of Whorff.
5. The manager reported on the status of the Commercial Street Water Main Replacement Project. The recent rains had delayed the final paving, delaying the completion of the project past the expected date. The manager went on to inform the board that a marginal window in the weather was now upon the contractor and that paving had commenced. The manager stated that there was a good possibility that the project would be completed in its entirety by the end of the week.
6. The manager reported that he and staff were reviewing the Bigelow Laboratory phase one plans to properly size the meter. The manager repeated that he was very happy with the restoration of Route 96, closing out the state road opening permit. Construction was reported to be continuing without any incident or controversy.

7. The manager updated the board as to the status of the rate case. The required rate hearing was scheduled for 1800 hr. 26 May 2011, Boothbay Town Office. The manager reported that Raftelis would be on hand to discuss the rate information and that the entire proceeding would be televised. The manager provided the trustees with basic facts pertaining to the rate case for their reference. Topics covered included: It had been almost 8-years since the district had last filed for a rate increase and in that time all costs had increased; the district took advantage of the American Recovery and Reinvestment Act and took on \$1.4 M additional debt to improve fire fighting capacity for both Boothbay and Boothbay Harbor; the district should be investing \$380,000 per year in capital improvement to maintain the value of the entire investment that has been made since initial formation of the district's forerunners; the average residential customer will see a rate increase equating to only 9¢/day; water will cost around 1¢/ gallon delivered; the filing is available for review at Maine PUC website; the Master Plan schedules work for the next ten years that needs to be funded; and a list of accomplishments since the last rate filing
 - a. Accomplishments since last rate case-
 - Murray Hill Water Main Looping Project;
 - Reed Road Water Main Looping Project;
 - Sea Street Water Main Replacement Project;
 - East Boothbay Water Main Replacement Project;
 - Montgomery Road Replacement Project;
 - Union Court Water Main Replacement Project;
 - Commercial Street Water Main Replacement Project;
 - Knickerbocker Lake Intake Construction Project;
 - Adams Pond Dam Overhaul;
 - Sodium Hypochlorite Conversion Project;
 - Ammonium Sulfate Conversion Project;
 - Replacement of process meters & valves;
 - Replacement of Caustic Tank Farm;
 - Acquisition of 24 acres of critical watershed property; and
 - Full overhaul of both Treatment Filters #1 & #2.
8. The AM reported treatment plant operator John Orne injured a leg tendon while helping load the pipe saw up the ramp and into the box trailer. A medical work restriction is in place and is being accommodated.
9. The manager reported that all was well with the treatment division. The raw water quality of Adams Pond was abnormally excellent, almost meeting drinking water turbidity in the raw phase. The manager anticipated that when the sun came out and the temperature warmed, the turbidity would elevate. However for the short term the treatment division was taking full advantage with filter run times at maximum.
10. The distribution division had, on 11 May 2011, completed the hydrant repair on Rt. 27 adjacent to the Russell House without incident. All procedures were excellent and the district did not need to issue a boil order for those left with no service. On 14 May 2011 the district assisted the school district with a repair of a main break on their private water main in front of the high school.
11. The manager reported that he and Sue Mello were working diligently on the 319 grant application due at the state 8 June 2011. Support was positive with all of the entities contacted and the control over the grant would be completely with the district.

12. The manager presented the trustees with a proposal from Bay communications looking to construct a cellular communication tower on property owned by the water district adjacent to the Mt. Pisgah standpipe. In addition to constructing a tower the company would lease a 100 foot square parcel; of property. The trustees felt that this was not in the best interest of the rate payers because it gave up sovereignty of property specifically given to the district for the present and future fire water storage needs of the residence of the Boothbay peninsula. The board instructed the manager to contact Bay Communications and let them know there was no interest in this plan at this time. The manager stated he would inform Bay Communications that if they wanted to lease space on the Mt. Pisgah standpipe, the board would entertain those proposals.
13. The meeting was adjourned at 2029 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager