

11 October 2011

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 27 SEPTEMBER 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 13 September 2011 trustees meeting were approved.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
2. Warrants 54, 55, & 56 were approved. Trustee Reed had a concern over elevated electrical bills for which staff had no satisfactory answer. The manager was instructed to investigate and report back to the trustees via e-mail.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
3. The manager provided the board with a status report for the **East Boothbay Water Main Replacement Project**. For the most part the project was quiet. Attorney Geoff Hole had informed the surety that the district will be held harmless in the fix of the Mill Pond Waterway. The manager feared that the Army Corp of Engineers (ACE) would again redirect the flow of the incoming tide towards private docks. Trustee Marston asked the manager to inform the property owner potentially affected. Trustee Marston stated that if need be the affected property owner could make his objections known to the ACE. The manager reiterated that the entire problem was due to Whorff Construction's poor workmanship and Dirigo Engineering's inattention to detail. The manager maintained that it was his position that the corrective action would be completed not at the expense of the district. The ACE stipulated that the work be completed either late fall or winter 2011/2012. Trustee MacPhee stated that it was his wish that an ACE representative be on-site when the work is completed to ensure that all work is done in compliance and that the ACE representative be available to discuss any negative affects created with this action with affected adjacent landowners directly.
4. The manager reported on the progress with the **Sherman Street Water Main Replacement Project**. The following tasks were completed or in process:
  - a. All of the water main was installed;
  - b. The pressure test was successful 19 September 2011;
  - c. The main was bacteriologically cleared by Aqua Maine labs on 21 September 2011;
  - d. The upper 80 foot section of asbestos cement (AC) sewer pipe was replaced on 21 September 2011 because of blasting damage, as planned;
  - e. All services and sewer lateral repairs were completed 23 September 2011;
  - f. Transfer from temporary to permanent service was in-process; and
  - g. Grading and road preparation is ongoing.

The manager went on to inform the trustees that the project was winding down nicely. N. Reny Construction was preparing the road base for a total road replacement. The trustees inquired why the road was going curb to curb for repair. The manager explained that any other solution was impossible due to the narrow road, poor starting condition of the road and the over-blast damage. Additionally it was discussed that a total replacement was actually much cheaper because no hand work was required. The total paving bill was reported to be \$12,000 to \$15,000. The manager informed the board that the town of Boothbay Harbor had reversed its previous informal commitment to co-fund the road replacement and was no longer going to participate with any funding.

The manager acknowledged the support of Mr. Gary Farnham, Boothbay Harbor Sewer District (BHSD) whose assistance with the project “was simply impressive and excellent”. The manager stated that he would be drafting a letter of appreciation to send to the BHSD superintendent, board of trustees and Mr. Farnham acknowledging his contribution. The board concurred with this action.

Lastly the manager stated that the workmanship provided by N. Reny Construction had been outstanding and inexpensive. The manager informed the board that the total cost was well less than \$200/foot, which was outstanding considering the tight quarters, heavy ledge, adjacent sewer and zero financial assistance from a town Boothbay Harbor. The manager iterated that this construction team would make future projects affordable and extend the possibilities for water main upgrade and replacement.

5. The manager informed the board that he was still waiting the Phase II submission for **Bigelow Laboratories**. The Fire Sprinkler plan for the existing buildings was reported to have been approved and compliant with cross-connection rules.
6. The AM reported no **Safety** violations within the previous period. The AM went on to report no change in status with the remaining safety plan revisions.
7. The manager provided the board with a report on **Treatment Plant Operations**. The manager reported that as of that time, there was no Chief Treatment Plant Operator. In the interim, he stated that he would be very hands on.

The plant was producing an average 500,000 gallons per day, about 50% of annual peak. Water quality in both sources was degrading due to “rollover”, fall winds and above average rainfall. This was requiring elevated sodium hydroxide and aluminum sulfate demand per unit of finished water produced. The manager reported that the district would switch back to Knickerbocker Lake within a week and withdraw another 10,000,000 gallons before final shutdown.

8. The manager reported on **Distribution Division** activities. The division was currently down two personnel. The manager reported that the district was still meeting its commitments but was doing little proactive. The manager informed the board that seasonal shutdown was going to be somewhat chaotic due to the loss of institutional knowledge. The manager stated that he would be cannibalizing the treatment staff to assist with seasonal shutdown.
9. The manager stated that he had sent an invitation for the first exploratory meeting for the possible **amalgamation of the Southport Water System and the BRWD** and heard from only from a few invited participants.

10. The manager reported that on 29 September 2011, that he and the AM would be attending 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 he had to get with the Alley's to coordinate the installation of the **Farnham Point hydrant**.
12. The manager reported on the status of the preparation efforts for the implementation of a **GIS System**. He reported that he had met with Mr. Woody Bailey, Wright-Pierce on 21 September 2011. The managers reasoning for meeting with Wright-Pierce was that they already held a large percentage of the base mapping for the district and were a major player in the GIS field. The board asked the manager to keep them informed.
13. The manager informed the board that he was awaiting comments from attorney Hole concerning the proposed **contract with CMP** for the installation of radio equipment on the Mt. Pisgah and West Harbor Standpipe's.
14. The manager provided the board with the draft version of the **Boothbay Region Water District Terms and Conditions of Service, Revision 3 (Draft)**. The manager asked that if the trustees had any comments they provide them to him at the next trustee meeting.
15. The manager provided the board with the **August Budget Report**. The financial picture was reported to be normal.
16. The board voted to go into **Executive Session pursuant to 1 M.R.S.A. § 405(6) (A)** at 1951 hr.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
17. The board came out of Executive Session at 2020 hr.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
18. The manager reported the retirement of Mr. Tom Mansfield, Chief Treatment Plant Operator effective 27 September 2011.
19. The meeting was adjourned at 2025 hr.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*

Respectfully Submitted,

Jonathan E. Ziegra  
Manager