

12 July 2011

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 28 JUNE 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 14 June 2011 trustees meeting were approved with corrections.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 35, 36 & 37 were approved.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*
3. The manager reported the following concerning the **East Boothbay Water Main Replacement Project**. On 21 June 2011 he met with Mr. Mark Graham, Facilities Coordinator, Hodgdon Yachts who reported that he had not been contacted by anyone on his as to the resolution to the Hodgdon Yacht complaints. The manager relayed that he had reported the problem to Dirigo Engineering and our attorney Hole who reportedly sent multiple inquiries to the Surety. The manager provided the board with the copy of an E-mail that had been sent to the manager by Mr. Graham who reported the complaint was now being addressed. The manager then went on to inform the trustees that the insurance carrier for the blasting company had made moves to correct the two remaining open issues with the project, those being: the East Boothbay Methodist Church broken stained glass windows and alleged damage to the East Boothbay General Store. The board instructed the manger to keep them informed as to status of the project and maintain the project as an open agenda item.
4. The manager reported no change in status for the **Bigelow Laboratory Project**.
5. The manager reported that the district was within the thirty-day waiting period for the **Rate Case**. The manager relayed that he had had a discussion with Ms. Stephanie Morancie, Maine Public Utilities Commission, who had informed him that she anticipated no problems with the new rates becoming effective 1 August 2011. Chairman Pinkham instructed the manager to keep him up-to-speed as to status as the process progresses.
6. The AM reported no **Safety** incidents within the previous period. The manager went on to report that administratively, he and the AM were in the process of the annual update to all of the required safety manuals. Lock out/Tag out training for affected employees was scheduled for 30 June 2011. The following update on related safety plans was provided to the trustees.
  - a. **Job Hazard Analysis Review:** The manager had reviewed this plan, updated it and disseminated to all employees. The manager reminded the board that this plan dealt with the proper personal protective equipment (PPE) needed for each specific job evolution.

- b. **Lock Out/Tag Out Review (LOTO)**: This plan has been reviewed with several changes in-process. The manager explained that the gas systems (Chlorine and Anhydrous Ammonia) had been removed and replaced with less hazardous alternatives. LOTO procedures needed to be worked out for the new systems. The AM and the chief treatment plant operator were the leads in this effort.
  - c. **HAZCOM Review**: The 2011 review was complete.
  - d. **Confined Space Review**: The manager stated that the review was in- process, with a training element that would be required to be met by contract with New England Water and Wastewater Training Associates. The district had until December 2011 to complete the necessary refresher training.
  - e. **Electrical Safety Review**: The 2011 review was complete.
  - f. **Ladder Safety Review**: The 2011 review was complete.
  - g. **Excavation Safety Review**: The 2011 review was complete.
  - h. **Safety Inspection Review**: The 2011 review was complete.
7. The manager reported that the **Treatment Plant** reported the Hach DR-2700; bench top analyzer was out of commission and needed to be sent back to the factory for repair. In the process of arranging for the repair of the analyzer, the manager reported that customer service for Hach was “abysmal”. The manager reported that he had ordered a new analyzer for a trial to hopefully replace the Hach unit. The manager stated that he was grateful to the Bath Water District for lending their spare bench-top analyzer to the treatment staff while the district worked out a permanent solution for a bench top analyzer. This assistance allowed operations to remain smooth. Trustee Marston instructed the manager to draft and deliver a letter to the Bath Water District, board of trustees, expressing the board’s gratitude for the assistance.
  8. The manager provided a status report concerning the **Distribution Division**. The foreman for the distribution division had been on vacation. In his stead the assistant foreman was leading the distribution crew. The focus of work since the preceding meeting was the distribution crew focus on hydrant maintenance and corrosion control, correct the backlog of various damaged service boxes and rods, control plant growth at the various satellite facilities and begin inventorying system components for the upcoming GIS effort. The manager concluded the distribution report informing the board of a three seasonal water main breaks since the previous meeting with only minimal disruption of service.
  9. The manager reported nothing new with the \$86,351.00 **319 Grant Application** currently under review by the state.
  10. The manager reported that he was in the process of making revisions to the **Emergency Response Plan**.
  11. The manager informed the board that he had been contacted by Mr. Peter McNelis, **Signal Point Condominiums**, and asked to attend a meeting of the Signal Point board on 1 July 2011 at 1000 hr. The manager went on to state that he would be joined by Mr. Jim Lord P.E., Dirigo Engineering. The purpose of the meeting had not been given to the manager but it was his assumption it concerned bringing the water service for the association up to district

specifications so that the district would take over the water main and associated infrastructure. The manager was instructed to provide a full report at the next trustees meeting.

12. Trustee MacPhee thought it prudent that the district have a full copy of the Maine Internal Plumbing Code (latest revision) on-hand for the trustees and staff to refer to aid in decision making. The manager was instructed to obtain a copy and keep an updated copy on-hand for reference.
13. In light of a brewing debate on **Fluoridation**, and an upcoming investigative report currently under development by the *Boothbay Register*, the manager requested the board to restate the district's policy as to its official stance to fluoride. The board re-iterated its official position on fluoride was to be "neutral" with staff instructed to answer only technical questions and questions pertaining to cost. Staff was specifically instructed to provide no opinion, neither for nor against, pertaining to the practice of fluoridation.
14. The manager informed the board of his vacation schedule and let them know of pending personal matters that would most likely cause extended absence with little or no warning. The manager stated that staff was extremely capable of operating in his absence with little disruption to day-to-day service. The manager praised his staff and was thankful for their high level of competency.
15. The meeting was adjourned at 1936 hr.  
*Trustee Marston motioned, Trustee Reed second, vote: unanimous*

Respectfully Submitted,

Jonathan E. Ziegra  
Manager