

12 October 2010

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 28 SEPTEMBER 2010**

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: Dale Harmon, Distribution Foreman (DF), Ms. Sue Mello, Boothbay Register. Absent: None.

1. The minutes of the 14 September 2010 trustees meeting were approved with revisions.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 54, 55 & 56 were approved.  
*Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous*
3. The manager provided a report on the East Boothbay Water Main Replacement Project. The closing date for the Rural Development loan has been set for 19 October 2010 here. The Manager then informed the board that the interest rate for the loan had dropped to 3.0% resulting in a drop of over \$8,000.00 per year in interest payments for the life of the loan.

The manager reported that Whorff Construction's bonding company was moving towards paying off liens on the project. The manager reported he had received a number of complaints on the complaints originally submitted and Whorff's lack of communication. The manager stated that he had informed Whorff that these needed to be cleared before final payment. The manager stated that attorney Geoff Hole was now involved with these complaints and would be contacting Whorff and their bonding company to clear the complaints.

Pike Industries, who has delayed the final paving overlay twice previously, was scheduled to 29 September 2010. The manager stated that he was not pleased with Pike's delay thus far.

4. The manager reported the Union Court Water Main Replacement project was moving on schedule and was going well. The water main installation was completed 17 September 2010. On 20 September 2010 the main was disinfected and pressure tested. On 23 September 2010 the main past disinfection and by 25 September 2010 all of the residents and business were on permanent water. While the district was waiting for the disinfection results we assisted N. Reny Construction reinstalled the storm drainage system.

Clean-up work was reported to be ongoing including, loaming and seeding and preparing the road sub-base. The town of Boothbay Harbor was scheduled to re-pave Union Court on 29 September 2010.

5. The manager next reported on the status of the Commercial Street Water Main Replacement project. The board recognized a petition presented to them concerning the project and managers ability to administer the project which was hand delivered to the trustees by merchants on Commercial Street on 24 September 2010. The board was provided a response to the same merchants written by the manager via the town manager of Boothbay Harbor.

A Pre-Bid Meeting was held on 15 September 2010 where four contractors showed up. Meeting minutes are attached.

On 28 September 2010 at 1400 hr. the bids were opened and read out-loud by Chairman Pinkham the results were as follows:

<u>Bidder</u>	<u>Location</u>	<u>Bid</u>	<u>Bid Alternate</u>	<u>Total</u>
Nitram Excavation	Benton	\$ 495,169	\$44,415	\$ 539,584
Harry Crooker	Topsham	\$ 599,675	\$70,500	\$ 670,175
Harold Warren	Chelsea	\$1,315,420	\$35,250	\$1,350,670

The manager stated that he and Dirigo Engineering were investigating Nitram to ascertain if they are able to complete the project. Trustee Curtis motioned to authorize the manager to award the contract on behalf of the board of trustees to Nitram Excavation provided he received a positive report on contractor fitness from Dirigo Engineering.

*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*

6. The AM reported revenues and expenses are within budget parameters. Revenues were reported up 1.83% compared to the same time frame the previous year while expenses were under by 8.54% for the same period.
7. The AM reported no news from the rate engineers at this time.
8. The manager reported no injuries sustained in the previous period to district staff.
9. The manager reported staff was completing the requirements of the Maine Department of Labor (DOL) citation issued previously during the summer, on-time.
10. Treatment plant was reported to be operating at very good efficiency. The following was posted in the most recent edition of the *Boothbay Register* as of 25 September 2010.
 

*“From 18 Sept 10 to 25 Sept 10 the Boothbay Region Water District withdrew 4,455,600 gallons from Knickerbocker Lake in accordance with Maine Department of Environmental Protection permit. To date the district has withdrawn 28,977,900 gallons in 2010 and is permitted to withdraw 51,500,000 gallons.”*
11. The board was informed that distribution operations were normal.
12. The manager reported that he was still awaiting road opening permits, easements and a formal petition by Bigelow Laboratories to proceed. The plans and specifications as well as the materials used were already approved.

13. The manager reported that he would be attending a state strategy group concerning the Chapter 587 In-Stream Flow Rule on 30 September 2010 at the MWUA offices in Augusta. The meeting was designed to attempt to coordinate a strategy with compliance for those districts that will need to acquire a “withdrawal certificate”. Trustee Pinkham asked the manager to report back at the next meeting.
14. The manager presented the board with a letter from all public officials of the town of Boothbay harbor supporting a “water district project” to provide year round water to Sprucewold homes, owned primarily as second homes, with a population well over the low to medium income threshold, at district expense.
15. Trustee Pinkham, on behalf of the trustees awarded the Trustees Leadership Award to the DF for his outstanding performance with regards to the East Boothbay Water Main Replacement project. In addition to the award the DF was presented a bonus of \$1,500.00 for his efforts.
16. The board scheduled a meeting with Ms. Mello to discuss an infrastructure article that she was writing on the status of water infrastructure not only on the Boothbay peninsula but statewide as well.
17. The board went into executive session in accordance with 1 MRSA § 405(6)(D) at 2004  
*Trustee Curtis motioned, Trustee Carter second, vote: unanimous*
18. The board came out of executive session at 2024 hr.  
*Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous*
19. The meeting was adjourned at 2024hr.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*

Respectfully Submitted,

Jonathan E. Ziegler  
Manager