

22 June 2010

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 JUNE 2010**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis, Trustee Marston (Treasurer), Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Greg Ireland, Inspector, Dirigo Engineering. Absent: None Trustee Carter (Clerk).

1. The minutes of the 25 May 2010 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 31, 32 & 33 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. Mr. Ireland reported that as of 2 June 2010 all of the water services, side street tie-ins and the Easterly Hodgdon Yacht yard Fire Line and domestic service main was complete. The paving crew continued to patch in the main line trench.

Since the 25 May 2010 the contractor finished the water main on Ocean Point road, completely repaved School Street, Church Street and Meadow Cove Road (with the exception of the Barlow Hill Road intersection). The main line trench was reported to be approximately 75% complete on the Bradley Road.

A second paving crew started 7 June 2010 and was concentrating on the cross trench paving. This crew started on Ocean Point road at the southern terminus of the project and was presently reported to be in the Church Street area.

The manager reported that the district had received 8 complaints since the 25 May trustees meeting. These complaints had been forwarded to Dirigo Engineering for resolution.

The manager informed the board that if it were not for the outstanding work of the Dirigo inspector, Mr. Greg Ireland, the project most likely would now be in a shambles. The manager informed the board that he was very appreciative of Mr. Ireland's work thus far on the project.

The manager provided the board with a letter dated 7 June 2010 where the Maine Public Utilities Commission (PUC) approved the bonding for the project.

4. The AM reported the district revenues were at 101% of expected while expenses are at 91% of budget.
5. The manager provided the board with a written report for monthly activities for the Boothbay ACEO. The report depicted very little.

6. The manager reported no safety deficiencies or injuries to report during the previous period.
7. The manager reported that Adams Pond source water quality has degraded somewhat due to 3.15 inches of rainfall since 1 June 2010, however the plant was running at excellent efficiency still. The manager reported a problem with the sodium hydroxide transfer pump which necessitated the plant to draw temporarily directly from the bulk tank. The problem had been resolved and was due to construction debris in the piping. No long term damage was caused.

The manager informed the board that on 18 June 2010 the treatment plant operators will recertify for the volunteer lake monitoring program (VLMP).

8. It was reported that on 7 June 2010 the district had to temporarily cut service to Ocean Point due to Reny Construction inadvertently pulling a corporation out of the main on Atlantic Ave. The outage lasted two-hour's midday. In addition to this district personnel discovered a "rat's nest" serving Breakwater Road which required two taps to be installed, at district expense on the Atlantic Avenue line.
9. The trustees tabled any discussion concerning the SWAP until the 22 June 2010 meeting.
10. The manager reported that he had added to the Section 319 grant proposal written by Ms. Mello, completing the cost estimate. The total submission was completed and hand delivered to the state on 1 June 2010. The total cost of the project was \$50,950.00 with a grant request of \$23 950.00. A sheet breaking down expenses by project was provided to the board.
11. The manager reported that he was reviewing the plans and specifications for Bigelow Laboratories and had a meeting scheduled 14 June 2010 with Fire Chief Spofford and Assistant Chief Berry to review the placement of hydrants. After that meeting the marked-up plans would be provided to the Knickerbocker Group.
12. The manager reported the signed contract documents had been returned to Dirigo for beginning the Commercial Street project and were being put together. The gathering of data for the design was now beginning.
13. The manager reported the Maine Department of Environmental Protection (DEP) visited on 1 June 2010 to discuss the permitting of Adams Pond. A myriad of issues were discussed including the forced withdrawal from Knickerbocker Lake and possible increase in withdrawal limitations at the next permitting cycle. Trustee Curtis asked if DEP was behind this. The manager answered this was DEP's idea. The manager is expecting a data call to be provided by DEP, later this month for which he would have a few weeks to comply with. The manager estimated the permitting process to take in excess of one year.
14. The manager reported that the district was partnering with the Boothbay Region Elementary School (BRES), Boothbay Harbor Public Works Department (BHPWD) and the Boothbay Region Refuse Disposal District (BRRDD) with a project as part of a grant obtained from the DEP by BRES 7th Grade science teacher, Ms. Sandy Wheeler to complete improvements at the Knickerbocker Landing in Boothbay by installing a rip-rap ditch and adding mulch to the access path. The project intent is to give the 7th grade students hands-on experience and was scheduled to be completed 9 June 2010. The manager explained that crews from both the BHP WD and the distribution division prepared the site earlier that day. Materials were to be supplied by Reny Construction and Ames True Value with the grant reimbursing a share of those costs and the remainder be covered by the district on Section 110 funds. The manager commended the efforts of the BHPWD and in particular the Public Works Director for their

support with this project, creating a meaningful learning experience for the BRES Middle School students. The manager went on that without the town of Boothbay Harbor's involvement, this project would have been impossible.

15. The AM presented the board with the George Cooper appeal to PUC and the answers to PUC inquiries compiled by the customer service representative. The AM praised the work stating it was very complete and completed in a professional manner. The board concurred.
16. The AM and manager asked the board to act on the following:

Resolution: That the Boothbay Region Water District institute procedures to enable an increase in water rates using 2009 as the pro-forma year and furthermore allow the contracting of said water rate increase submissions be at the Manager discretion.

The board asked many direct questions concerning the possibility of phasing a rate increase and what the cost for these services would cost. The manager answered that rate increases had been phased in the past and could be done this way in the future as well. The AM reported that through his research he concluded that a thorough and accurate rate case would cost into the "five-figures" but had no direct cost estimate as of yet.

Trustee Marston inquired as to the procedure of a rate increase. The manger responded that any proposed increase would be prepared and submitted to the PUC for approval and that the requirements to complete this task would be extensive. In addition there is a public input component in which the district would have to host a public meeting and provide opportunity for public input. The manager assured the board that they would have ultimate say no matter what rate adjustment is submitted to PUC. The board approved the motion.

Trustee Curtis motioned, Trustee Marston second, vote: unanimous

17. The meeting was adjourned at 2000hr.

Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager