

22 November 2011

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 NOVEMBER 2011**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee MacPhee, Boothbay, (Vice Chair); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager ; Bob Raudenbush, Administrative Manager (AM). Guest: Weston Alley, Utilities Technician; Mathew Wade, Utilities Technician. Absent: Trustee Marston, At-Large, (Treasurer); Trustee Carter, Boothbay (Clerk).

1. The minutes of the 25 October 2011 trustees meeting were approved.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 63, 64, & 65 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. The manager introduced the board to the two newest utilities technicians, Weston Alley and Mathew Wade. The manager briefly explained the chain-of-command, board composition and function and the process of how the district makes decisions and how those decisions are executed. The board welcomed the two new employees.
4. The manager provided the board with a status report for the **East Boothbay Water Main Replacement Project**. A letter from Ms. Jill Fischer J.D., HCC Surety dated 28 October 2011 to the United States Army Corp of Engineering, officially taking over responsibility and final remediation of the Mill Pond crossing was discussed. The manager stated that the work was to begin with the next week or two because the Surety was looking for a quick resolution. Trustee MacPhee inquired if the Surety was made aware that the work had to be cleared through the Army Corp and that it was the trustees wish to have a representative on-site during the work and meet with Mr. Scott Adams, a stakeholder and adjacent landowner. The manager replied that that had been relayed to the Surety.]

On a separate topic the manager reported that he had been in contact with Rural Development (RD) who had asked him to relay to the trustees RD's wish to have this project completed in a timely fashion so that it could be closed out. RD was reported to be concerned with the delay and the possibility of losing the remaining grant funds. The manager stated that he had forwarded that concern on to both the engineer and the district's attorney. The manager did report that both of these individuals thought that the project would be completed soon.

5. The manager had nothing new to report concerning the **Bigelow Laboratories** project.
6. The manager reported on **Safety** matters. In-house safety training was planned for the two new employees to be conducted by the manager on 18 September 2011. In addition the AM was tasked to complete all of the other pertinent training for the new employees.

7. The manager provided the board with a report on **Treatment Plant Operations**. The plant was now operating at winter level. Scott Campbell was reported to be working into the position of treatment plant operator rather well. The manager went on to relay that over the past two weeks only the bare minimum related to plant operations had been accomplished. This was due to treatment support to the distribution division for seasonal shutdown.

Shutdown of the Knickerbocker Pump station and line was not complete with floats and docks yet to be removed as well as the feed line needing to be drained and blown out.

The West Harbor standpipe has was reported to have been drained leaving only Mt. Pisgah and Kenniston Hill active.

The treatment staff was to activate the East Boothbay bleeders within the next week, which the manager reported was the “new” normal. This was done to correct winter declining chlorine concentrations due to the system being too tight and the summer population leaving.

Finally, the manager reported that the pin board at the Adams Pond Dam has been removed and the district was in the process of dropping the Adams Pond water level by eight-inches. The board inquired as to why this was being done for which the manager responded to prevent ice damage on the Adams Pond Dam.

8. The manager reported on **Distribution Division** activities. The seasonal shutdown was reported complete with the distribution crew is catching up on the backlog of job orders and meter reading.
9. The manager next updated the board as to the status of the **Southport Water System/BRWD Amalgamation**. Since the previous steering committee meeting the manager reported staff had been working on various assignments. The manager provided the board with a preliminary breakdown of piping for the Southport system which he had completed the previous week. Additionally, the AM had begun to organize the financials and would attempt to have a report by 16 November 2011. The manager reported that he, the distribution foreman, Wright-Pierce and representatives of the Southport Water System would be meeting 14 November 2011 to begin to review the various infrastructure issues.
10. The manager reported on activities through the **Maine Water Utilities Association**. The manager alerted the board to a proposed change in the upcoming revision of the Maine Drinking Water Rules that would change the classification of the treatment from direct to “alternative” which, as currently outlined, could create a reporting regime for total organic carbon (TOC), a compound that is not regulated and that cannot effectively be removed with the existing technology. In order to comply, potentially the district would have to add another treatment train. The manager stated that he was organizing a group from the York Water District and the Bath Water District with the goal of ultimately striking the proposed language from the final rule change.
11. The manager informed the board that Dirigo Engineering was making headway with the **SCADA upgrade** and promised a more detailed report when information and proposals came together.
12. The manager informed the board of the Maine Rural Water Annual Conference to be held on 7 & 8 December 2011 and the December Maine Water Utilities Association meeting to be held 1 December 2011 in Damariscotta.

13. The board voted to go into **Executive Session pursuant to 1 M.R.S.A. § 405(6) (A)** at 1930 hr.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous
14. The board came out of Executive Session at 1939 hr.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
15. The meeting was adjourned at 1940 hr.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager