

28 May 2013

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 14 MAY 2013**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor;; Trustee Lewis, Boothbay; Trustee Marston, At-Large; Trustee Gamage, Southport; Trustee Reed, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: Ms. Erin Cooperider, Development Director, CHOM Development Corporation; Mr. Stephan Malcom, Partner, Knickerbocker Group; Bernard “Skip” MacPhee, Boothbay. Absent: Trustee Climo, Southport; Trustee Carter, Boothbay (Clerk).

1. The manager reported to the assembled board the results of voting in Boothbay and Boothbay Harbor, which were as follows:

<u>Town</u>	<u>Vote</u>		<u>Results</u>
Boothbay Harbor	Trustee	Harry Pinkham	Greater than 99%of vote
Boothbay	Trustee	Jon Lewis	Greater than 99% of vote
Boothbay Harbor	Question 1	Yes -282	No -186

The manager next informed the board that the “Yes” vote recorded in Boothbay Harbor thus amended the district’s charter pursuant to LD-1834and would now allow municipal officers the opportunity to run independently for trustee.

2. Trustee Pinkham was elected Chairman.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
3. Trustee Gamage was elected Vice-Chairman.
Trustee Reed motioned, Trustee Lewis second, vote: unanimous
4. Trustee Reed was elected Clerk
Trustee Marston motioned, Trustee Gamage second, vote: unanimous
5. Trustee Marston was elected Treasurer.
Trustee Reed motioned, Trustee Gamage second, vote: unanimous
6. The minutes of the 23 April 2013 trustees meetings were approved with revisions.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
7. The **Payroll** for 23 April 2013, 30 April 2013 & 7 May 2013 were approved.
Trustee Gamage motioned, Trustee Lewis second, vote: unanimous
8. The **Transactions** for the period of 22 April 2012 to 10 May 2013 were approved.
Trustee Pinkham motioned, Trustee Gamage second, vote: unanimous

9. The chairman recognized Ms. Erin Cooperider who petitioned the board to allow *The Pines* located off of Reed Road in Boothbay Harbor, to remove an existing hydrant located adjacent to some of the existing buildings and replace it with a blow-off assembly that would drain to an existing drainage swale. Ms. Cooperider provided the board with design plans for the conversion as well as a letter from Fire Chief Upham concurring with the proposal. The manager informed the board that the plans conformed to the requirements of the district and recommended the board allow this action to move forward.

Trustee Reed expressed concern in that the proposed drainage of the water main drained into a discharge system that was undersized and was known to cause water damage to structures downstream during excessive run-off. After considerable discussion the manager was instructed to only flush that water main during dry season and observe downstream flow to ensure no property damage. The board voted to allow the hydrant within The Pines compound to be removed per plan.

Trustee Gamage motioned, Trustee Reed second, vote: unanimous

10. The chairman next recognized Mr. Stephen Malcom who presented a plan to the board on behalf of the Boothbay Country Club which called for the removal of Fiddlers Green Road and all of the water related appurtenances associated with that development. The planned removal was to allow the new owner of the country club to install a new driving range. The manager informed the board that he had been on-site and recommending this be allowed only if the existing hydrants were salvaged and delivered to the district, the 8” ductile iron water main from Country Club Road be cut and capped just outside of the state right-of-way, the 4” high density polyethylene water main be cut and capped just off of its origin on Sequin Circle and the Knickerbocker Group produce a letter from Fire Chief Spofford supporting the removal. The board approved the abandonment of the Fiddlers Green Line with the above listed conditions.

Trustee Gamage motioned, Trustee Reed second, vote: unanimous

11. The manager had no new information concerning the status of the **Cell Tower initiative for Mt. Pisgah Standpipe**.
12. The manager informed the board that the current cash position was excellent and that he would be presenting the April report at the 28 May 2013 meetings **Financial Update**.
13. The manager provided the board with an update on the **2012 Audit**. The manager reported that the audit was in its final draft and that the annual audit report would be provided on 28 May 2013 by the auditing firm Runyon, Kersteen and Ouellette (RKO).
14. The manager next reported on the district’s **Watershed Protection** program. On 3 May 2013 the manager introduced Mr. Greg Kidd and his daughter Erica Kidd, both of New England Water and Wastewater Training Associates (NEWWTA) to the Boothbay town manager and code enforcement officer (CEO) as part of an interview for educational services for the Boothbay planning board and the board of selectmen. As a result of that meeting the manager announced that NEWWTA would be providing training for key municipal officials and the general public in an effort to assist the town in drafting usable phosphorous control ordinances. The manager shared with the board the following e-mail sent by the Boothbay town manager.

In collaboration with the Boothbay Region Water District, the Town of Boothbay Planning Board will have Gregg Kidd, Northeast Water and Wastewater Training, on hand to discuss possible phosphorus control zoning ordinance changes. These possible changes could replace the existing water reservoir protection boundaries with preventative best management practices, if applied properly. We believe that this is training/demonstration will be valuable information for both elected officials and planners in Boothbay. I strongly encourage everyone to attend the workshop on 5/28/2013 at 6:30 pm. At the Boothbay Town Office. Let me know if there are questions, comments, or concerns.

We will also have another session to educate the public on the topic if you can't attend the session planned for public officials. It will be 6/4/2103 at 6:30 pm. Also at the Town Office.

Trustee Gamage and Reed pointed out that that evening was the next regularly scheduled meeting of the board of trustees, a fact missed by the manager. After discussion it was decided that the district meeting would proceed as planned and that interested trustees could make the 4 June 2013 session

The manager then reported that on 1 May 2013 he hosted a special high school class from Boothbay Region High School (BRHS) studying water issues with a site school in Australia. The manager reported he was impressed with the students and faculty and the treatment staff had fun with the presentation as well.

15. The manager next reported on **Safety and Training**. On 10 May 2013 a junior utilities technician sustained a cut to his finger at the Cross Road project which required two stitches. The manager stated it was filed as a workers compensation injury which resulted in no lost work days and no light duty requirements. The manager stated that he had investigated the incident and instructed personnel to wear gloves when disposing of scrap black iron pipe.
16. The manager provided the board with an update as to **Treatment Division** operations. Both the clarifiers and the filter units were reported to be operating at 100% efficiency with both the clarifiers and the filters. The manager explained that this was due in part to very high quality source water and lower demand making for easy filter runs. The district was averaging approximately 400,000 GPD with sales well within the normal range. The reduced flow was a result of the very low leakage rate achieved through leak detection and repair as well as the emphasis on a coordinated capital improvement strategy.

The assigned treatment plant operator was reported to still be on leave recovering from a non-work related injury.

17. The manager next briefed the board on **Distribution Division** activities. The division was continuing to catch up on the backlog of job orders and still recovering from turn on. The crew was at full strength and doing excellent work. The manager reported that he was exploring a deal from Poland Spring for excess 6" HDPE pipe. Trustee Gamage inquired as to the need for the now abandoned red building along Route 27, adjacent to Adams Pond. The manager explained that prior to the installation of the Kenniston Hill Standpipe the building was used to house a booster pump station to provide pressure north along Route 27. It was decided by the board that the building be demolished and removed.

18. The manager provided the board with an update on the **Southport Merger**. The manager reported that he was still waiting for the final version of the land transfer to present to the Southport Board of Selectmen. The Cross Road project was nearing completion with only tie into the seasonal system and some service connection yet completed. Since the last meeting the seasonal connections have been made and the majority of services have been cut. Once the service installation was complete, pressure testing completed and disinfection, the main would be ready for service.
19. The manger next reported no change in status for the **Southport Interconnection and Tank Replacement Project**. The manager reported that the district was answering sporadic inquiries from USDA.
20. The manager reported to the board as to the status of the **Mt. Pisgah Mixing System and Interior Recoating Project**. On 1 May 2013, after a successful test of the PAX system, successful albeit slow flooding, negative coliform samples and a negative volatile organic compound (VOC) sample, as required by the state, the Mt. Pisgah standpipe was put back into service with the district's pressure relief valves (PRV) were placed back into emergency standby mode. The project was very successful. The manager thanked the chief treatment plant operator and the distribution foreman for their support. The manager reported that the project was completed nearly one-month ahead of schedule and under budget.
21. The manager reported no legislative and policy issues currently under review with the **Maine Water Utilities Association (MWUA) and Maine Rural Water Association (MRWA)**.
22. The manager reported next on the **Boothbay Comprehensive Plan Review Committee**. The manager relayed that much of his effort had been directed to working on the phosphorous control ordinances and with the industrial park committee. Both efforts, establishing phosphorous ordinances and establishing water and sewer in the industrial park, were moving forward with the town of Boothbay.
23. The manager reported no new information with the **Five Rivers Regional Water Council**. The manager reminded the board that there would be a joint meeting of trustees at the Taste of Maine in Woolwich at 6:00 pm. on 20 May 2013 to discuss efforts to create a non-profit organization to promote and better the water district's in the area. Most of the board stated that they would be able to attend.
24. The manager provided the board with an update on the disposition of the **Hamrin Property**. The field work for the appraisal was completed on 6 May 2013 with the written report due at the meeting. The manager reported that the appraiser called and would not have the written report ready until the 28 May 2013 meeting.
25. As directed the manager had begun a **Rate Review**. The manager stated that he had been in e-mail contact with Mr. Greg Leighton and Mr. Steve Cox of the Maine Water Company. The manager stated that he had forwarded much material to Mr. Leighton who was reportedly currently working on a more detailed review. The manager reported that the cost for the review would be nominal for which the board was very thankful.
26. The meeting was adjourned at 2004 hr.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager