

12 November 2013

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGERS REPORT & MINUTES FOR THE TRUSTEE MEETING 22
OCTOBER 2013**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Marston, At-Large (Trustee); Trustee Reed, Boothbay Harbor (Clerk); Trustee Climo, Southport; Trustee Lewis, Boothbay; Jonathan Ziegler, Manager. Guest: Mr. Dan Bryer, Code Enforcement Officer (CEO), Town of Boothbay. Absent: Trustee Carter, Boothbay.

1. The minutes of the 8 October 2013 trustees meetings were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for 8 October & 15 October 2013 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
3. The **Transactions** for the period of 23 September 2013 to 4 October 2013 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
4. **WATERSHED PROTECTION UPDATE** – The CEO provided the board with an update concerning the status of the Adams Pond and Knickerbocker Lake watersheds. The report centered around the alleged environmental violations on the Mitchell property as well as the current status of the proposed ordinance change and status of future phosphorous loading ordinances.

The allegations of environmental violations on the Mitchell property, adjacent to district and Farrin properties, were found to be a non-issue per inspection by the Maine Department of Environmental Protection (DEP). However, the CEO reported that the DEP did notice violations on the Farrin property for which the DEP and the CEO were working to correct.

The CEO then updated the board on the current status of a zoning amendment that slightly concerned the watershed of Adams Pond, clearly written to allow existing activity in the industrial park to be allowed by ordinance. The net threat to Adams Pond was nil from this ordinance revision, scheduled for public vote on 5 November 2013.

Lastly the CEO updated the board on the status of the phosphorous control ordinances (proposed) currently being drafted by the planning board. The CEO stated that there was no timetable for this ordinance proposal to go to town vote. The manager then proposed to the board that he would like to engage the services of Ms. Sue Mello to act as an agent of the district in developing a new Phosphorous Control ordinance, on a part-time, as needed, contractor basis. The board approved the request.

Trustee Marston motioned, Trustee Gamage second, vote: Yea – Marston, Gamage, Reed, Climo & Pinkham; Nea – none; Abstention - Lewis; Absent – Carter.

5. **CELLULAR TOWER PROPOSAL** – the manager reported that the installation was still in-progress. The ATT transmission Building was complete with the electricians now in residence installing needed equipment for the communication devices. The arrays were scheduled to arrive on 23 October 2013 with installation to follow. ATT is still several weeks off from being operational.
6. **FINANCIAL** – The manager provided to the board a Profit and Loss (P&L) Budget Performance as of 30 September 2013. For the year the district profit was -\$145,081.19 and -\$118,945.92 for the month of September. As described previously the majority of this loss was depreciation expense which cumulative to date is \$348,964.29. Backing out depreciation, on a cash basis as of the end of September the district had a net profit of \$203,913.10.

That said the manager then explained that it was “bond paying season”, “overage season” and “big-billing season”. The manager reported due to the cash flow of the season with the warrant we will be (on paper) \$-63,366.13. The manager stated that he had to use the line of credit with *The First* and moved \$50,000.00 into the sweep account. The manager then stated that the district would be billing \$348,000.00 28 October 2013 and overage in two to three weeks.

The manager concluded his financial report by informing the board of a meeting between Osman Page and him, scheduled for the following week for the purpose of recalculating the cash-flow analysis for the remainder of the year.

7. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no violations or workplace accidents during the previous period. The manager reported that he was awaiting a safety inspection by New England Water and Wastewater Training Associates (NEWWTA) and would report back to the board results once available.
8. **TREATMENT PLANT** – The manager reported that the plant continued to operate in an efficient and compliant manner. Finish water flow averaged 0.3680MGD, up as compared to the corresponding year in 2012's 0.3431 MGD. Both the aluminum sulfate and sodium hydroxide dosing rates were consistent with historical averages with clarifiers remaining at 100% efficiency and filters dropping off to 90% efficiency. No problems with treatment equipment occurred since the previous report.

The manager went on to report that since seasonal shutdown the plant had gone to one filter operation.

Because of severe delaminating, new district signs were ordered from John Marsh Signs with the treatment plant sign already installed by district staff. Admin sign was reported to be installed within the week by treatment personnel.

The manager reported that the treatment plant was recently tested by a controlled burn with the Boothbay Fire Department with no deficiencies noted.

The manager reported that he had authorized the treatment division to arrange a series of familiarization tours with the Lincoln County Sheriff's office because of their first responder requirements for intrusion and/or terrorism. The board instructed the manager to report back as to the results of the tour.

The manager reported that on 18 October 2013 he had met with Wright-Pierce engineers who were working on preliminary designs for the proposed new storage/workshop. A preliminary foot print was provided to the board with the manager reporting the CEO was in the loop with the concept proposal. Trustee Reed inquired as to the timing of this project wherein the manager reported that according to the draft master plan revision it was scheduled for construction in 2015 as a “Paygo” project.

Treatment staff was lowering the Kenniston Hill Tank to winter levels with bleeders to be established within two-weeks.

West Harbor Tank was reported to being drained. Trustee Pinkham reported that he was still gathering information on the status of abandoned equipment at the West Harbor Tank but asked the manager if he would like the generator if it were to be found available for which the manager stated he was interested. The board also began cursory conversation regarding charging the Boothbay Police Department rent for space on the tank for which is currently free.

The manager reported that the SCADA upgrade was progressing slowly with parts and pieces being delivered piecemeal.

Lastly the manager reported that on 15 October 2013, Vice-Chairman Gamage opened the single bid for the Treatment Plant Roofing Project submitted by Mr. Charles “Chuck” House, Dover Road, Boothbay, Maine. Mr. House’s bid was for \$51,531.00 well within the cost estimate. The manager reported that he had reviewed the contract and it was compliant with the bid requirements and recommended the board accept Mr. House’s bid. The board voted to enter into a contract with Mr. House and instructed the manager to complete that task at the earliest possible convenience.

Trustee Climo motioned, Trustee Reed second, vote: unanimous

9. **DISTRIBUTION** – the manager reported that the seasonal shutdown had begun on 17 October 2013 and was currently 70% of the meters gathered and read. On 15 October 2013 Chairman Pinkham and the manager had met with the Knickerbocker Group to discuss the proposed tax-increment financing (TIF) district in Boothbay and the new Golf Course. The manager stated that due to the upgrades being considered the district was to expect a proposal within the month.

The manager also informed the board that he had also discussed with Knickerbocker Group the final disposition of the Bigelow Laboratory water main, informing them that they had “dropped the ball” on final acceptance. The board gave the manager all the latitude needed under the law to complete this project and have the infrastructure accepted by the district.

10. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – The manager reported with the government shutdown now over he would be contacting RD for a status report.
11. **MWUA/MRWA BOD** – The manager was trying to compile a report for the next meeting.
12. **BOOTHBAY COMPREHENSIVE PLAN COMMITTEE** – Nothing new to report.

13. **FIVE RIVERS** - The manager reported that Chairman Pinkham had the board of trustees for Great Salt Bay (GSB) Sanitary District at the request of its superintendent. The purpose of the meeting was to familiarize the GSB trustees with the capabilities of the district and reinforce the cost savings GSB affords itself and the importance of protecting its. filtration waiver. The manager estimated the true cost of operating the plant to be in the neighborhood of \$650,000 for 2013 which was distributed to the GSB trustees

Chairman Pinkham then began a dialogue with the trustees concerning having a film made of the entire process of seasonal turn-on and shutdown to be run on the local television station. The board thought that this was a good idea and instructed the manager to start pulling it together.

14. **GIS** – The manager reported this project still in-process. .
15. **PAINE ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that the project was complete except the final overlay by Boothbay Harbor.
16. **MASTER PLAN UPDATE** - The manager provided the board with an updated work plan incorporating Southport. The board deferred any further action.
17. **SUMMIT ROAD FAMILIARIZATION** – The manager provided maps acquainting the board as to the water main configuration of the northerly end of Summit Road in Boothbay Harbor. The board took the information under consideration. .
18. The board voted to go into Executive Session pursuant to 1 M.R.S.A. §405(6) A & C at 1959 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous
19. The board came out of Executive Session at 2005 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous
20. The meeting was adjourned at 2007 hr.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager

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