

28 January 2020

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 14 JANUARY 2020**

The Board of Trustees convened at 1800 hrs. **In attendance:** Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tibbetts, Boothbay Harbor; Trustee Anthony, Boothbay (Clerk); Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegra, Manager. **Guest:** Ms. Susan Mello, Natural Resources Program Manager (NRPM). **Absent:** Trustee Tharpe, At-Large (Treasurer).

1. The board approved the minutes for 10 December 2019 with revisions.
Trustee Blakeslee motioned, Trustee Anthony second, vote unanimous
2. The **Payroll** for weeks ending 10 December 2019, 17 December 2019, 24 December 2019, 31 December 2019 & 7 January 2020.
Trustee Blakeslee motioned, Trustee Anthony second, vote unanimous
3. The **Transactions** for the period of 9 December 2019 through 20 December 2019 & 23 December 2019 through 10 2020.
Trustee Blakeslee motioned, Trustee Anthony second, vote unanimous
4. **ADMINISTRATION** – The manager provided the board Table 1 –*Boothbay Region Water District Cash Account Status Report as of 14 January 2020*. As previously reported, on 30 December 2019, the manager created the “Southport Interconnection Sinking Fund” by opening a new savings account with *The First* and transferred from the SWEEP account, in accordance with *United States Department of Agriculture, Rural Development (RD)* regulations concerning the sinking funds, the following cash reserves:
 - *Southport Interconnection Sinking Fund* and deposit into it \$37,312.00;
 - Deposit into the *BBH 2007 Sinking Fund* the sum of \$20,299.89; and
 - Deposit into the *EBB Upgrade 91-20 Sinking Fund* the sum of \$53,625.44.
5. **NATURAL RESOURCES PROGRAM** – The Natural Resource Program Manager (NRPM) presented to the board the following report:

1) Boothbay had a major storm event on December 14, heavy rain on top of frozen ground, which caused a lot of erosion and runoff, most notably in the Knickerbocker lake watershed. A property on Gaecklin Road that had been cleared and left with about a half-acre of bare soils eroded a lot of soil into a stream that we have monitored for the last two years. The homeowner was on vacation. Because of the severity of the problem, we contacted the owner, then remedied the site temporarily ourselves with hay mulch and silt socks. We have been in contact with the owner and will work with him to ensure all is planted and a shrub buffer along the wetland/ stream edge is re-established. The Sproul Farm property, also in the Gaecklin drainage, continues to contribute soil to the lake during rain events; we will continue to work with this property owner to try and get the site stabilized. On the upside, this event presented an opportunity for some public education, so we put a press release into the Register and out on Facebook: <https://www.boothbayregister.com/article/bare-soils-brown-streams-green-lakes/128155>

2) The Boothbay Planning Board public hearing for the watershed timber harvest ordinances has been scheduled for January 15. An early outreach package about this proposal was prepared and sent to watershed property owners with parcels 10 acres or greater in size. This public hearing is the last hurdle (before town vote) to ensure that we continue to have local control over timber harvest in the watershed.

We were scheduled to present to the Land Trust board on January 16 but that presentation has been postponed until February 20. Stay tuned.

We are preparing an outreach letter for high priority watershed parcels to go out to select watershed property owners in the next month.

On January 15, Colby Gale (3 Industrial Drive) has a proposal before the Planning Board to clarify the watershed line at their property – they seek to have their entire property removed from the watershed. There are several issues related to this. See attached letter to PB. We will attend the PB meeting; this also has ramifications for ordinance update.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 14 December 2019	
Account	Balance
Business Checking	\$ 25,095.00
Deposit Sweep Account	\$ 273,884.96
Liquidity Total	\$ 298,979.96
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,332.04
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 2.00
Mt Dora Easement Escrow	\$ 4,768.50
Southport Sinking Fund	\$ 37,312.00
EBB Upgrade 91-20	\$ 56,042.37
Bank of Maine Unemployment CD	\$ 17,311.25
Designated Fund Total	\$ 135,782.84
TOTAL CASH RESERVES	\$ 434,762.80

6. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.
 - a. **Human Resources (HR)**– On 12 December 2019 the manager reported that he had interviewed Ms. Bethany Mitchell-Legro from *GHM HR Consulting*, and as a result of that meeting hired her to fill the vacancy left from the departure of *J. Gaudet and Associates* for the contracted HR officer position. The manager informed the board that he had signed a one-year agreement with her firm and found that she was cost comparable with the previous contractor. Ms. Mitchell-Legro was scheduled to meet with staff on 21 January 2020 at the regularly scheduled staff meeting as well as with Ms. Marcia Wilson, *Osman-Page*, to get up-to-speed on local practices and conditions while she takes over the HR function. The manager concluded his report by stating he was optimistic that she will be a good fit for the district.
 - b. **Training Update** – The manager reported that Utilities Technician, Aaron Durgan had been temporarily reassigned to the Treatment Division (TD) to begin training as a swing treatment plant operator. The chief treatment plant operator (CTPO) reported, via the manager, that Mr. Durgan was doing very well thus far.
7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency had dropped since the previous report. Filter efficiency had dropped to 73% while clarifier efficiency remained at 91% efficiency. The manager believed that the reason for the drop off was the recent unseasonable warm temperatures and associated rains making the raw water uncharacteristically turbid. Key chemical additions, however, remained in the average range.

The TD was still awaiting the filter media analysis from *Blue Earth Technologies*. The board then had discussion concerning what would be found from this analysis and what would it mean. The manager responded by stating that in the previous Capital Improvement Plan (CIP), *Wright-Pierce Engineering* had identified media replacement approximately eight-years ago based on manufacturers recommendations. However due to careful and skillful use of the filter trains by district staff over the years, the media tested, through analytical means, to be still very much in compliance with known standards and therefore the usable life of the media has been extended and is now considered a “run-to-fail” component of the plant. Trustee Bellows inquired what the cost to the district would be if the media required replacement, where-in the manager reported, using outdated cost estimates, the cost per unit would be approximately \$80,000.00.

Finish water production remains lower than the 0.3600 MGD recorded in 2018, with production averaging 0.3253 MGD for 2019.

- a. **Adams Pond Treatment Plant Boiler** –*Mechanical Services Inc.* completed the boiler replacement on 11 December 2019 with the new boiler reported to be working well and at high efficiency.
- b. **SCADA System Upgrade** - Since the previous meeting the hardware upgrade to meet the Windows 10 requirements has been specified at \$5,147.87 from *Burgess Technologies*. In addition, the district will have to upgrade the IFIX software because the current version would not work with Windows 10 and the software upgrade, as quoted by *Electrical Installations (EII)* will be an additional \$22,859.00. The board instructed the manager to continue on.

- c. **Raw Water Pump (RWP1) #1 Overhaul** -Since the previous report the manager reported that the district may be moving away from *Weston & Sampson* due to high cost and had interviewed and approved *The Blake Group* as a qualified bidder for such work. The initial estimate from *Weston & Sampson* for removal and refurbishing of RWP1 was \$30,000.00, while *Blake Group*, for the similar action came in at \$15,748.00, but the quote was incomplete.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD had remained very active over the previous period concentrating on winter operations. The manager reported to the board that he had gutted the DD labor pool in that one utility technician (UT) had been temporarily reassigned to Administration to cover the customer service representatives (CSR) vacation and as previously reported, one utility technician was now training in the treatment plant. In addition, the assistant distribution foreman (ADF) and an additional UT had been assigned full-time to the *Massachusetts Road Water Main Replacement Project*, leaving a sparse group to complete cross-connection control compliance testing, meter reading, job orders, Digsafe’s and other miscellaneous tasks. That said, all basic DD functions were reported to be on track and moving smoothly.
- a. **New Replacement Vehicle** – The manager reported that the box for the new truck has been constructed at the Waterville factory and was in the procession of *O’Connor Chevrolet*, with the chassis coming off the assembly line on 10 January 2020. The manager expected the new truck would be in Maine within the next month with a final delivery date unknown at that time.
 - b. **Oak Street Water Main Break** - On 6 January 2020, after 24-hours of tracking an apparent water loss, a water main break was discovered at the intersection of Oak Street and West Street in Boothbay Harbor. The break was a circular split on the 120-year-old cast iron water main still in-service in Oak Street. The manager also informed the board that this water main was scheduled for retirement under the current CIP. The repair was done within the regularly scheduled shift with the assistance of *Reny Construction*.
9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status
10. **LAND ACQUISITION UPDATE** – The NRPM reported that a purchase and sale agreement and quitclaim deed for the 34-acre Clifford property, Boothbay Tax Map R4, Lot 173, was in the boards briefing package with the seller preferring to schedule the closing for the week of 27 January 2019.
- The NRPM then informed the board that she had been in discussion with Mr. Pat Farrin regarding his 22-acre parcel Boothbay Tax Map R4, Lot 169D in the Adams Pond watershed, which also had the Knickerbocker pipeline traversing it. The NRPM was hopeful the district could reach an agreement in 2019. The manager reported that the district was in discussion with the Drinking Water Program about a short-term, low interest loan to be used for this acquisition. The board instructed the manager to keep them informed with this pending sale.
11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
12. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that due to adverse weather and various and assorted other roadblocks, *E.M. Wood Construction* began construction earlier that day.

13. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Since the previous report the manager informed the board that after long discussion with *Fuller Marine Services* this installation was pushed back until early April, much to the managers hesitation. The manager explained that this would be a tight turn-on in the spring for Barters Island. The reason for the delay was that an additional barge was required in the districts work zone to support the bridge repair. *Fuller Marine Services* was on-record stating this will be done before we need to get seasonal services up and running.

Both trustees Gamage and Climo were less than impressed with this turn of events and directly instructed the manager to have Barters Island in service by 1 May 2020; nothing less was acceptable.

14. **SQUIRREL ISLAND (SI) WATER MAIN** – The manager reported that on 16 December 2019, Mr. Brian Marshall JD, *Verrill & Dana* and he had met with SIVC staff & management, their attorney, Drinking Water Program staff and Public Utilities Commission (PUC) staff in Augusta and then followed up with a private meeting with SIVC staff and their attorney at the *Verrill & Dana* offices in Augusta. The only thing that was for certain as a result of those meetings was that SIVC would be a regulated public water system in 2020. In addition, attorney Marshall informed SIVC the district intended to file with the PUC a petition to turn over the main to them but did agree to hold off that action until after the holidays. On 10 January 2020 attorney Marshall sent the manager the following update on the situation bringing the efforts since the last board meeting up-to-date:

Zig,

Happy New Year, I hope all is well.

I wanted to give you an update on Squirrel Island – I spoke with Sarah Tracy this morning, the lawyer representing SIVC, who told me that SIVC is working on a counterproposal to present to us in a letter. Sarah did not want to share any details yet as the SIVC folks are still discussing the terms. They expect to have that letter to us within the next week. I'll forward their proposal to you as soon as I get it and we can discuss.

At the same time, I will be working to finalize the PUC petition next week so we will be ready to file regardless of how the settlement discussions work out.

It is encouraging that SIVC is at least willing to engage in settlement, so I am feeling optimistic that we may be able to reach an agreement. We'll see what they come up with.

Brian

15. **NEW MAINTENANCE GARAGE PROJECT** - On 18 December 2019, Mr. Randy Butler, P.E., *Dirigo Engineering* and he met with the Boothbay Planning Board at their regularly scheduled meeting where in, at the end of the evening, the district's plan was approved without objection. The manager reported that he had sent an e-mail to the owner of *Dirigo Engineering*, Mr. Tim Sawtelle, expressing his gratitude for Mr. Butler's performance, which was excellent. Bid packages and final drawings were reported to be in-process with no date as to delivery at that time. The manager reminded the board that he intended to bid this project in the spring.

16. **AFFORDABLE HOUSING, REVISION II** - The manager informed the board, and provided a detailed survey of another effort to establish affordable housing in the Boothbay region. The manager stated that this was still very early and that nothing had been submitted to the town of Boothbay Harbor but that the new project was located in an already approved subdivision, off Kenney Field Drive in Boothbay Harbor. The manager was instructed to keep the board informed as to this project status and reaffirmed their commitment to fully support this project.
17. The meeting was adjourned at 1900 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager