

10 December 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 NOVEMBER 2019**

The Board of Trustees convened at 1800 hrs. **In attendance:** Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** Trustee Anthony, Boothbay (Clerk).

1. The board approved the minutes for 12 November 2019 with revisions.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
2. The **Payroll** for weeks ending 12 November 2019 & 22 November 2019.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
3. The **Transactions** for the period of 11 November 2019 through 22 November 2019.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
4. **ADMINISTRATION** – The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 26 November 2019*. On 21 November 2019, the manager informed the board that he had transferred \$250,000.00 from the districts SWEEP account to pay off the principal of the short-term line of credit taken in October to meet cash needs for the end of October. The cash reserves of the district, although have taken a hit, continued to improve. The seasonal overage billing was released on 22 November 2019 totaling \$367,054.85. December billing has been tabulated and will be released on 2 December 2019 equaling \$57,677.70. The manager stated, that overall, the district was in good shape going into winter from a cash perspective. The manager informed the board that the October financials were not completed by the time of his report and would be included in the 10 December 2019 Managers Report.
 - a. **2020 Budget Report** – The manager reported that he had had informal internal meetings with staff thus far but his plan was to begin formulating the budget proposal during the upcoming weekend.
 - b. **Rotary Presentation** – On 14 November 2019 the manager reported that he and the NRPM had presented an outreach presentation for the *Boothbay Harbor Rotary Club* which was reported to have been very well received. That presentation had spawned a few requests to brief the boards of selectman in both Boothbay and Boothbay Harbor, televised, over the next few months.

Related to above, the manager informed the board that Boothbay Selectman, Desiree Scorgia requested a briefing on district priorities and challenges as well as a system tour. She met with NRPM and manager the previous day with the manager stating that the exercise was very informative to all.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 26 November 2019	
Account	Balance
Business Checking	\$ 25,251.00
Deposit Sweep Account	\$ 159,932.16
Liquidity Total	\$ 185,183.16
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 2.00
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 17,311.25
Designated Fund Total	\$ 24,542.50
TOTAL CASH RESERVES	\$ 209,725.66

5. **NATURAL RESOURCES PROGRAM** – The Natural Resource Program Manager (NRPM) provided the board the following report in writing:

1) *Outreach* – The District Manager and Natural Resource Program Manager spoke to the Rotary on November 14. The presentation was well received and generated a lot of questions. The DM and NRM met on Nov. 25 with a Boothbay selectperson interested in programs and resources.

2) *319 grant work*: Jody Lewis will provide contractor services for the Pine Woods Road project. We are also working with KLSWCD to develop plans for the Knickerbocker Public Access and YMCA camp.

3) *Work on grant reporting, septic survey and planning board zoning ordinance update continues.*

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)** – Attached is a copy of the draft Collective Bargaining Agreement with Teamsters Local 340. I will await instructions for further actions. In addition to the abovementioned action I will be interviewing Ms. Bethany Mitchell-Legro from *GHM HR Consulting* on 12 December 2019, to possibly fill the vacancy left from the departure of *J. Gaudet and Associates* for a contracted HR officer.
 - b. **Training Update** –The manager reported that Aaron Durgan successfully passed his Class II Distribution Water Operators License on 21 November 2019. He will be sitting for his Class III & Class IV Distribution test on 27 November 2019. He has been sufficiently congratulated and *hazed* for such a fast-track licensing. The board passed along their congratulations as well.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency remained unchanged from the previous period. Filter efficiency for the previous period has remained at 87% while clarifier efficiency has improved to 100% efficiency. Key chemical additions have fallen below average and are in a very good range.

The chief treatment plant operator (CTPO) reported that the filter media levels are approximately two (2) inches down from optimum loading and has been authorized to order a pallet of filter media for topping off both filters. This action will take place either in late December or early 2020 due to lead time for this material.

Finish water production was lower than the 0.3465 MGD recorded in 2018, with production averaging 3262 MGD for 2019.

- a. **Adams Pond Treatment Plant Boiler** – As instructed, the manager reported the district went out for quotes for a replacement boiler and associated appurtenances. On 22 November the manager authorized the CTPO to order the new boiler from *Mechanical Services Inc.* for the sum of \$18,990.00 which, besides being less expensive than *Rockport Mechanical* (\$19,250), will also require no labor, and the related safety exposure for district personnel. *Mechanical Services Inc.* was reported to be scheduled complete the boiler replacement on 9 December 2019.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD had been extremely busy over the previous two-weeks with a series of projects listed below and the overwhelming, yet normal, volume of service orders needed to be completed. The manager publicly thanked the Assistant Distribution Foreman (ADF) for his excellent leadership and productivity leading this team in the absence of the Distribution Foreman (DF) while he was on a well-deserved extended vacation.

During the previous period the DD responded to 16 Dig Safe requests in the previous period which is normal for this time of year and manageable.

- a. **New Building Status Report** –Mr. Randy Butler, P.E. and Mr. Jim Lord, P.E. *Dirigo Engineering*, joined the manager on 20 November 2019 in front of the town of Boothbay planning board to introduce the project. The manager was tasked with submitting the full application later that week along with a check for \$370.00 to start the process which should be 18 December 2019. Overall, the manager reported that the meeting went well and the following was an excerpt from the *Boothbay Register (Bill Pearson)* as part of the 27 November 2019 edition.

Boothbay Region Water District is looking to expand its Adams Pond Road headquarters with a new storage and maintenance facility. In 1995, a treatment plant and a four-bay garage were built. But over the years, growth in customers has required more equipment and storage space. District Manager Jon Ziegra told the Boothbay planning board Nov. 20, the trustees first considered constructing a new storage and maintenance building in 2013, but the decision to seek board approval occurred this spring.

BRWD hired Dirigo Engineering of Fairfield to design a 4,800 square foot addition. Dirigo engineers Randy Butler of Hartland and Jim Lord of Corinna explained the basics for the design during a pre-application hearing. Butler described the project as not large enough to invoke Maine Department of Environmental Protection regulations, but the district is adhering to strict DEP guidelines mandated for larger designs.

“This includes an underground drain filter even though it’s not required,” Butler said. “The district wanted to set an example and go above and beyond. Even though they aren’t required to adhere to the higher environmental standards.”

A small canopy would connect the administrative and new storage/maintenance buildings, according to Butler.

9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that the Wiscasset Water District had begun conversations with the town of Edgecomb concerning them allowing their town to come under the umbrella of either one of the three neighboring water utilities. Both Great Salt Bay and the district will be brought in at a later time to discuss further.

The manager then informed the board of an inquiry originating from the Maine Rural Water Association who was advocating a regional table top emergency exercise for June 2020 centered around the 5-Rivers group. The manager reported that all members had answered in the affirmative to this proposal. Chairman Gamage instructed the manager to keep the board informed of this effort.

10. **LAND ACQUISITION UPDATE** – The manager relayed to the board that Ms. Rebecca Clifford had dropped the price for Boothbay Tax Map R4, Lot 173 to \$80,000.00. Below is an analysis for land acquisition provided by the NRPM for board review and I await further instructions concerning this offer.

1) Land acquisition: Rebecca Clifford’s 34-acre property (R4-173) is back for the Board’s consideration, with a landowner counteroffer of \$80,000.

Clifford property (red) relative to other BRWD properties (GREEN), streams and Adams Pond and its watershed.

a) This parcel is ranked as our third highest priority parcel in the Adams Pond watershed. It is adjacent to and extends BRWD’s protection zone around Adams Pond.

b) Appraisal by Stan Paton in 2017 set a value of \$40,000. This appraisal was deemed exceedingly low by Clifford and he suggested something in the \$100,000 range was more accurate at that time. The town assessor’s latest valuation is \$61,200. The District offered Clifford \$61,200 this past summer and \$80,000 is the Clifford’s counteroffer. We have heard from Clifford’s attorney that they have another offer on the property.

c) The deeded ROW to the parcel is constrained by wetlands but access via other properties could be purchased (Farrin and Pinkham). Access to this parcel would create access to other high priority parcels not currently easily accessed.

d) Cost per acre comparison to recent purchases (See Table 2):

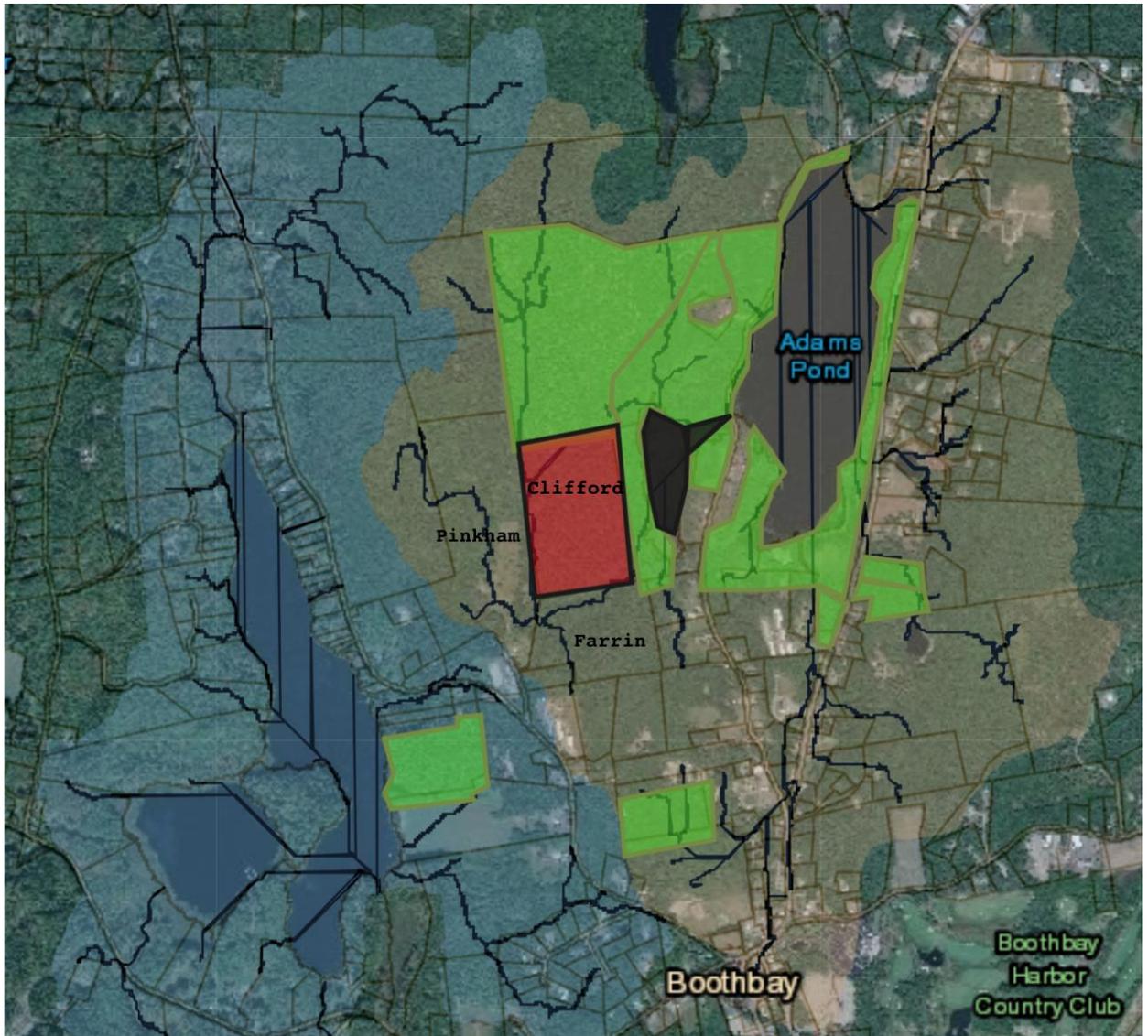


Table 2
Recent Per Acre Comparable Prices for Vacant Land in Boothbay (Mello, 2019)

Property Owner	Purchase Price	Total acres	Price per acre
Hamrin	\$120,000	70	\$1,714
L. Sherman	\$50,000	4.7	\$10,638
P. Sherman	\$37,500	3.1	\$12,097
R. Clifford	\$80,000*	34	\$2,353

*Seller asking price November 2019

- a. **Board Action** - After deliberating on the NRPM report (see above) and after much questioning by the board, the board instructed the manager to counter-offer Ms. Clifford the sum of \$75,000.00 for the purchase of Boothbay Tax Map R4, Lot 173.
Trustee Blakeslee motioned, Trustee Climo second, vote unanimous

11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
12. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that since his previous report the water main had been delivered to the construction site by the district’s vendor and the DD had begun welding pipe together in preparation of a 3 December 2019 start date per *E. M. Wood Construction*. On 2 December 2019 the district would put the only true year-round home on temporary water in preparation for construction. The manager informed the board that this project was on-track with only the tap & sleeve & valve installation yet to be scheduled with *E.J. Prescott*. The manager informed the board that the district had purchased several extra stainless-steel sleeves for new services, for district convenience, to clean up all seasonal services in the area as well, transferring those services from existing seasonal water mains to the new permanent main. This was done to eliminate approximately 1,500 feet of two (2) inch seasonal water main from district inventory.
13. **AFFORDABLE HOUSING PROJECT** — The manager informed the board that on 21 November 2019 he had met with the Town of Boothbay and the general manager for the project and was informed that due to the internal forces of the town of Boothbay Harbor, making permitting an extremely costly and potentially litigious matter, the project was cancelled. The manager informed the board that this was the final report for this project at least as it pertaining within the boundaries of Boothbay Harbor.
14. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Since the previous report the manager informed the board that the date of 2 December 2019 had been chosen by the district’s contractor, *Fuller Marine Services*, to install this new river crossing to Barters Island due to the most favorable tides. The new water main had been delivered to Knickercane Park where DD personnel had been fusing sections of HDPE water main into lengths as prescribed by the district’s contractor.
15. **SQUIRREL ISLAND (SI) WATER MAIN** – The manager reported that the next meeting regarding this effort would take place on 3 December 2019 at the Drinking Water Program in Augusta. Also invited to this meeting was the SIVC, their attorney from *Pierce-Atwood*, and the Maine PUC. The manager informed the board that the district’s attorney had reserved space at his office in Portland, after the meeting, to iron out any points for the transfer of assets.
16. **GRANDVIEW AVENUE WATER MAIN UPGRADE PROJECT** – This effort was killed by the association and is no longer on the table.

17. **CONSTRUCTION LABOR BILLING** – Trustee Blakeslee brought up the managers policy of writing off district labor for new construction of water mains to help entice developers to install public utilities in Boothbay and Boothbay Harbor in that both towns have no codes presently to force new developers to install proper public utilities as part of any new subdivision and therefore create areas on the peninsula with great population and no fire protection. Much discussion ensued where the manager stated that all costs to the rate-payers required to be obtained by the district, by law, were captured before any proposed project is brought to the trustees for a vote to proceed.

After more discussion the manager was instructed to track all labor costs on the upcoming Massachusetts Road Water Main Extension Project and report back what was truly actually expended as compared to what was charged the third party funding this project. The board postponed any further action on this matter until more information becomes available.

18. The meeting was adjourned at 1919 hr.

Trustee Climo motioned, Trustee Tharpe second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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