

22 June 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER  
DISTRICT MEETING 11 JUNE 2004

**MINUTES FOR 11 JUNE 2004 BOOTHBAY REGION WATER DISTRICT BOARD OF  
TRUSTEES MEETING**

The Board of Trustees convened at 1300 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, Trustee McNelis, Trustee Curtis, Trustee Carter, Administrative Manager (AM) Bob Raudenbush, Manager Jon "Ziggy" Ziegler, Guest: Mr. Richard Bredeau, Chief, Treatment Plant Operator Absent: None

1. Trustee Pinkham called the meeting to order at 1300 hr.
2. The minutes of the 25 May 2004 meeting were approved.  
*Trustee Curtis motioned, Trustee Carter second, vote: unanimous*
3. The Board approved warrants 31, 32 & 33  
*Trustee Curtis motioned, Trustee McNelis second, vote: unanimous*
4. Trustee Curtis motioned to enter into executive session under 17 MRSA, Section 6B to discuss security and personnel matters. The board adjourned into executive session at 1307 hr.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
5. The board came out of executive session at 1337 hr and recommended the chemical rooms be re-keyed with limited distribution of keys.
6. The Manager provided the board with an update on the various land liquidation efforts currently undertaken. For the Clifford House the district had received an offer of \$300,000. The trustees felt that this offer was not in the ballpark and rejected it.  
*Trustee Curtis motioned, Trustee McNelis second, vote: unanimous*
7. The Manager reported the district had received an opinion from Carl R. Griffin Esq. concerning the Ocean Point property. In his opinion he found the property to be fit for sale as a residential lot. He also recommended the property be listed with Ms. Mary Ripley of Tindal and Callahan because of her strong ties to that area. Trustee Curtis motioned to authorize the Manager to list the property with Ms. Ripley and also authorized him to negotiate any sale with a predetermined bottom line price.  
*Trustee Curtis motioned, Trustee McNelis second, vote: unanimous*
8. Trustee Curtis reported on the status of Kenniston Hill/East Boothbay Interconnection project. Trustee Curtis represented the board at the 8 June 2004 construction meeting (see synopsis in line 23)

9. The Manager reported no change in status with the Knickerbocker Lake intake project.
10. The Manager presented the board with amended drafts of agreements with the Town of Boothbay for an intern and assistant code enforcement officer position. The board reviewed the documents and approved the changes. The Manager was instructed to deliver these documents to the Town Manager as soon as possible.  
*Trustee Curtis motioned, Trustee McNelis second, vote: unanimous*
11. The AM reported nothing new as regards to the upcoming rate case and was still awaiting word from Mr. Gordon Labay.
12. As directed, the Manager reported he had contracted with the Maine Rural Water Association to prepare and lobby the upcoming charter change. The Manager asked the board to think about additional changes while this effort was moving forward. Included in this effort would be the requirement trustees be customers (grand fathering Trustee Carter) and transfer ownership of the Squirrel Island water main to the Squirrel Island corporation and bring this channel crossing into compliance with district rules.
13. The Manager reported the district was in discussions with the Boothbay Fire Department (BFD) for sharing a new four-gas meter. The proposed agreement would call for the BFD to pay 2/3 of the purchase price and the district pay 1/3. The meter would be housed and maintained by the BFD with the district paying 1/3 the maintenance. Finally the district would be able to use the meter at anytime with the exception of a fire related emergency. The Manager reported it was in his safety budget for this purchase and the board blessed the cooperative venture.
14. The Manager reported to the Town of Boothbay was not paying its jobbing bills. The current total was \$2,052.94. The board suggested the Manager meet with the Town Manager and discuss the problem, write a letter if no action is taken and then pursue legal action.
15. Trustee Curtis provided the board with a briefing for the district's security grant request with Lincoln County. The district is requesting \$12,000.00 for new security fencing at the West Harbor Standpipe. It was reported that this request was ranked third in Lincoln County in priority and stood a very good chance of being funded. The proposal also met the state objectives in that it was a cooperative venture with Lincoln County, it would help improve communications (protecting Lincoln County repeater system) and it would benefit a water system.
16. The Manager recommended the board approve a request by Mr. Tom Witt, account number 0200020 to reduce the 3/4" meter with a 5/8" meter for the single family residence on Lakeside Drive in Boothbay Harbor. The board approved the request with the caveat that if he experiences any future pressure problems they will be corrected at his expense.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
17. The Manager presented a proposed plan for a seasonal main extension at Ocean Ridge Estates in East Boothbay. The board took no action at this time.

18. The Board presented a letter by Mr. David Dudley, Boothbay Chamber of Commerce (COC) protesting the placement of the electric meter on COC property. It was explained Central Maine Power (CMP) dictated the meter location. In addition to the Dudley letter, a letter from Carl R. Griffin Esq. was also presented. This letter stated the district could defend itself in court if need be. The board instructed the Manager to contact CMP and see what alternatives were available and report back at the 22 June 2004 meeting.  
*Trustee McNelis motioned, Trustee Carter second, vote: unanimous*
19. The AM presented the idea of a possible scholarship for future Boothbay Region High School graduates who are going on to study in water related fields of study. After much discussion the board felt it may entertain an annual gift to a deserving student and instructed the AM to get more information.
20. Trustee Carter petitioned the board to change meeting times so that he may attend. He sited his business made it impossible to make Tuesday meetings and suggested meetings be held later in the day on Wednesday. The board agreed. Beginning in July the board will meet the second and fourth Wednesday of each month at 1600 hr.
21. The meeting was adjourned at 1516 hr.  
*Trustee Curtis motioned, Trustee McNelis second, vote: unanimous*
22. **Amendment to 25 May 2004 Minutes** - The board was made aware of an error with the contract in which Maine taxes where not deducted from employees pay for the employee share of Maine State Retirement for 2002 and 2003. The AM was correcting the problem for 2004. The board felt that these owed taxes would cause hardship for the district employees and voted to pay back taxes owed as a result of this over site.  
*Trustee Curtis motioned, Trustee McNelis second, vote: unanimous*
23. Minutes from Kenniston Hill Standpipe/East Boothbay Interconnection project construction meeting held at the Administrative Office, 1400 hr., 8 June 2004.

**Attendees:**

<b>Name</b>	<b>Representing</b>
Andy Begin	Wright-Pierce
Dave Driscoll	Wright-Pierce
Jeff Preble	Wright-Pierce
Eric Kelley	BBRWD
Bob Raudenbush	BBRWD
Lew Curtis	BBRWD
Conrad McAllister	USDA Rural Development
Tom MacMillan	S.E. MacMillan
Gail MacMunn	Maine DOT
Scott Johnston	Preload

**Work Completed**

Contract 1 - Kenniston Hill Reservoir

Preload mobilized the site. The tank base has been formed and poured monolithically with the footing. Fabrication of the false work for the dome is being worked on between concrete placements. To date 15 of 19 sidewall panels have been formed and poured. Panels require

approximately 7 days of curing prior to moving them. So far, all 7-day breaks have achieved over 3200 psi. Even though things are progressing at a good pace, there have been some rain delays pushing back some of the concrete placements back. It is estimated that the preliminary construction schedule is 2 ½ weeks behind. Preload will forward a revised schedule.

Contract 2 - East Boothbay Interconnection and Booster Pump Station

The Route 27 work is complete except for a few minor items at the Adams Pond Road PRV station. The 1,000-watt unit heater needs to be installed, painting of process piping, installation of pressure gauges and startup and testing of the PRV. Water services on the Rt. 27 main have been installed, all water main on Rt. 27 has been pressure tested and disinfected. Adams Pond Road transmission main is tied in. Loaming, seeding and paving have been completed along Rt. 27. The MDOT had an onsite inspector during all paving of Route 27; no issues were brought up with paving. The MDOT verbally agreed that paving is acceptable.

Approximately 900 feet of water main was installed along Country Club Road starting at Route 27. Blasting operations are still continuing down Beath Road. Periodically blasting crews need to relocate and reblast high ledge areas previously blasted. Also, crews are blasting for services across Country Club Road

**Shop Drawings**

Contract 1 - Kenniston Hill Reservoir

Awaiting Electrical Submittals.

Contract 2 - East Boothbay Interconnection and Booster Pump Station

Long lead items need to be submitted for the booster pumping station to maintain schedule. Currently awaiting, Instrumentation & Controls, Fire Alarm system, Security System, Loam and Seed and propane system.

**Payment Requisitions**

Rural Development Payment Application No. 3 has been received and processed, construction budgets are as follows:

	This Period	Total To Date	Balance to Completion	Percent Complete
Contract 1 - Kenniston Hill Reservoir	\$168,062.11	\$544,773.92	\$321,064.08	66%
Contract 2 - EBB Interconnection & BPS	\$312,800.77	\$626,985.69	\$1,351,792.08	33%

Pay Req. No. 4 due by July 6, 2004. Need to review with Dave Driscoll prior to submitting to W-P.

Lien Waivers are necessary for previous month's work, especially with stored materials.

**A. Future Work**

Contract 1 - Kenniston Hill Reservoir

Revised schedule will be submitted. Preload has 5 sidewall panels left to fabricate, if weather holds out panel placement is scheduled for June 21, 2004, depending upon crane availability. Prior to this, the false work to support the sidewalls and dome will be placed. Following tank erection, the dome formwork will be constructed.

Contract 2 - East Boothbay Interconnection and Booster Pump Station

MacMillan is continuing water main installation along Route 27. Next Monday it is anticipated a second crew will start at the intersection of Beath Road and work back towards the current crew. With ledge areas, the current water main crew is averaging laying between 120 - 180 feet of pipe per day. Once crews are complete with Country Club Road Water main work, they will begin installing water main between Big Al's storage and the Pumping Station, scheduled for Mid July. The cleaning and relining section for the suction line to the pumping station is scheduled near the end of July. The second crew will work jointly on Beath road during this time.

The concrete slab will be placed soon at the pumping station site. The carpenters are expected to start next week on the walls. The building should be up before the end of June.

The next major milestone is to have water in the Kenniston Hill Tank by Sept. 1, 2004.

**Coordination**

Utility coordination is going well so far.

The MDOT witnessed paving by MacMillan, all concerns were addressed in the field. Traffic flow and detours are working well except a few minor incidences. The preconstruction meeting for the MDOT work on Country Club Road is tentatively scheduled for July 13, 2004. MDOT to advertise this project June 16<sup>th</sup>, bid for 2 weeks, anticipated start date by late July.

Electrical allocation for Contract 1 came in slightly higher than anticipated, and will be revised by change order. So far, Contract 2 has not coordinated electrical services, or used the electrical allocation.

The Chamber of Commerce has an issue with the placement of the electrical meter at the Adams Pond Road PRV site. The BBRWD is working this issue out separately.

MacMillan replaced approximately 90 feet of gravity sewer along Country Club road after being damaged from ledge blasting operations. Chris Higgins, Supt. of the Sewer District viewed a 287 foot section included repaired work, with Dave Driscoll, the BBRWD and MacMillan. It was agreed that the sewer looked to be in good condition, however MacMillan has agreed to pressure test this line, acceptance is conditional upon pressure test results.

**Erosion Control**

W-P noted that erosion control measures for Contract 2 need to be monitored and maintained as necessary. Placement of siltation fences where work is occurring around wetlands is necessary. The pumping station site on the right hand side of the gravel access road needs one, currently used as a parking area. Also, siltation fence off Beath road near station 78+00, blasting activities occurred in this location, is required. Wright-Pierce also noted that MacMillan needs to submit a work plan for the wetland crossing between Big Als and the Booster Pumping Station.

**Change Orders**

There is a change order request for Contract 2 on installing hydrant bollards, a price has been given for this work. \$600 per bollard placed, 22 bollards required for 11 hydrant, totaling \$13,200. This will be evaluated with BBRWD.

**Miscellaneous Comments**

The next Monthly Meeting will be held on 13 July 2004, at 1400 hr

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager