

27 October 2009

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 13  
OCTOBER 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Carter (Clerk), Trustee Marston. Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. York Fischer, Sawyers Island; Ms. Carol Hamm, Boothbay Harbor. Absent:

1. The minutes of the 22 September 2009 trustees meeting were approved with revisions.  
*Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous*
2. Warrants 53, 54, 55 & 56 were approved.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
3. Trustee Pinkham recognized Mr. York Fischer who expressed concern for the fresh water supply on Sawyers Island in the town of Boothbay. Mr. Fischer expressed to the board his fear that the year-round residents on Sawyers Island would not have a fresh groundwater reserve in the coming years and was very interested in extending year-round water main to the island. The manager, having been forewarned of Mr. Fischer's request, had compiled some information which he shared with the board. The manager stated there were two routes for water to reach the island. The first route was from just North of Four Corners on Lakeside Drive in Boothbay Harbor proceed in a northerly direction to Samoset Road then westerly to Sawyers Island. This route was 2.08 miles of new main. The second alternative would be to connect into the system at Corey Lane in Boothbay proceed westerly adjacent to Barters Island Road, crossing the new Knickerkane Bridge then heading south on Sawyers Island Road to Sawyers Island. This route would require 2.00 miles of new water main. Without significant road repair and using high-density polyethylene (HDPE) pipe, the manager estimated the cost of the upgrade to be within the range of \$500,000 to \$750,000 per mile. The manager told Mr. Fischer that this was just a very broad estimate and that he should contact a reputable contractor for a more exact cost estimate. The manager also informed Mr. Fischer the boards restriction's as dictated by the Public Utilities Commission (PUC), for funding a project for this purpose and that the funding would have to come from somewhere other than the rate-payers. The manager also provided a recap of the new methods employed recently for water main upgrade by the district and N. Reny Construction proving a cost effective water main installation alternative strategy on the Boothbay peninsula. Mr. Fischer thanked the board for their time, asked that the manager's report be included in the official minutes and departed.

4. The manager reported that on 6 October 2009 Trustee Curtis, Mr. Jim Lord, Dirigo Engineering and he had met with the town manager and public works director for Boothbay Harbor to discuss the terms of the agreement with between the town and the district concerning the repaving of the roads in Boothbay Harbor. The manager stated that the town manager expressed serious concerns over a quote in the *Boothbay Register* the previous week by the manager. The manager and trustee Curtis explained to the trustees, the group had gotten past that in short order. The town then agreed to pay for half of the overlay with the district paving only to the centerline and that the district would allow the town's paving contractor to bid on the road work in Boothbay Harbor.

The manager then informed the board that he had received the bid documents for the project, read them thoroughly and returned with extensive comments to Dirigo Engineering. The manager reported that Rural Development (RD) had responded that day with comments to the bid documents and had given authorization to proceed with the bidding process. The manager informed the board that the bid opening for the East Boothbay Water Main Replacement Project was set for 10 November 2009 at 1100 hr. in the conference room. The manager requested at least one trustee be present to open bids. If all went well the board could accept a bid that evening at the regularly scheduled trustee meeting, beginning the process. Lastly the manager reported he had to get minor documents to Mr. Mike Jenkins, RD and get the Maine DOT agreement signed by the towns of Boothbay and Boothbay Harbor.

5. The AM reported actual revenue and expense figures, when compared with the previous two years, indicate a marked decrease in the revenue to expense ratio. It was noted that the district may need to use contingency funds to make future bond payments. The AM added that the district needed to look at the rate structure in 2010.
6. The AM reported the material safety data sheets (MSDS) had been distributed for sodium hypochlorite and that the manager had briefed both the treatment and distribution crews on the safe handling of the material currently temporarily housed in garage bay 1. The AM further reported that hepatitis, flu and H1N1 shots were pending.
7. The manager informed the board that the district was still awaiting Hagar Enterprises to complete the paving contract for the Montgomery Road Replacement project.
8. The manager reported that N. Reny Construction had completed their portion of the Adams Pond Dam Rehabilitation project on 18 September 2009 and wood chipped the entire site after the town of Boothbay warned the district of soil erosion issues, a warning the manager admitted the district rightfully due. The project was now reported complete and in an environmentally safe condition. The manager reported water was going over the dam and that the project looked "superb". The manager was awaiting inspection by the Maine Emergency Management Agency (MEMA) for final sign off.
9. The manager reported he had met with Boothbay fire chief on 12 October 2009 and pending final approval from town manager the construction of the gate for the Adams Pond Dam site will commence shortly. I also informed fire chief of the need for a first responder's tour of the plant in that the status (i.e. chemicals) has changed. The manager informed the board that these topics will cover this at a Fire Chief's breakfast to be scheduled in October.

10. The manager reported on treatment plant operations and the status of the following:
  - a. Treatment Plant Operations –Water quality was reported to be very good and the plant was operating at very good efficiency.
  - b. Sodium Hypochlorite –The pilot project began 2 October 2009 with all disinfection with sodium hypochlorite since then. The manager reported it to be beneficial in that it cut caustic requirements in half. The manager provided the board a print of the preliminary system and informed the board the district was petitioning the DWP for permission to go permanent.
  - c. LT2 Monitoring – Last colony counts was 0.
  - d. Source Water Monitoring– Knickerbocker manganese had dropped off to treatable levels.
11. The manager reported the distribution crew was preparing for seasonal shutdown on 15 October 2009 at 0700 hr.
12. The manager reported he had met with Maine DOT on 30 September 2009 concerning the Knickerkane Bridge project. At the close of that meeting the manager was informed by DOT the district was responsible for \$22,000 in materials and \$15,000 in labor. On 1 October 2009 Mr. Jerry Quirion, Maine DOT called and informed the district that the materials needed for the pipe were now considered structural and the bulk of the cost of hanging the water main on the bridge were now going to be paid for by the state. The board was pleased with this course of events.
13. The manager recommended to the board that the board accept the board accepts the 350 foot main extension along Jordan Street into the Red Hawk Reach subdivision. The manager reported Ms. Carol Hamm has settled the financial balance with the district, in full for the water main extension. The hydrant at the terminus of the extension provides a sustained 55 psi residual pressure and greater than 1000 gallons/minute flow. The construction was completed by district staff and N. Reny Construction of 8” HDPE pipe. Both the pressure testing and bacteriological tests were reported to be satisfactory. The board accepted the new water main.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
14. Ms. Carol Hamm expressed her thanks and heartfelt gratitude to the board for their efforts in establishing public water service in the Red Hawk Reach subdivision and to her home, which was without a dependable water supply, in particular.
15. The meeting was adjourned at 1940 hr.  
*Trustee Carter motioned, Trustee MacPhee second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,  
Jonathan E. Ziegler  
Manager