

11 July 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 27 JUNE 2006

**MINUTES FOR 27 JUNE 2006 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES MEETING**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee Carter (Clerk), Administrative Manager (AM) Bob Raudenbush and Manager Jon "Ziggy" Ziegra Guest: None. Absent: Trustee Curtis (Treasurer), Trustee Marston.

1. The following is a summary of the items discussed at the 27 June 2006 progress meeting held at the Boothbay Region Water District Office at 1300 hr.

Attendees:

Name	Representing
Jeff Preble	Wright-Pierce (W-P)
Harry Pinkham	Boothbay Region Water District
Skip McPhee	Boothbay Region Water District
Mark Carter	Boothbay Region Water District
Bob Raudenbush	Boothbay Region Water District
Jon Ziegra	Boothbay Region Water District
Conrad McAllister	U.S. Department of Agriculture, Rural Development
Mark McPheters	T. Buck Construction
Dan Allen	T. Buck Construction

2. Update on Pump Station and Site Work

- A. Foundation - Work during the month of May focused primarily on the foundation for the pump station building. The footings were poured on June 1st, the frost walls placed on 6 June 2006, and the slab work completed on 20 June 2006. The concrete curb was then poured on 22 June 2006. In addition, the electrical conduits were installed beneath the slab.
- B. Site Work - Site work completed since the May construction meeting included the site piping around the pump station and tying in the discharge piping into the existing cross country run. The connection for the hydrant was also installed. The hydrant will be connected in the next few weeks. After the foundation was backfilled, riprap was placed along the shoreline.

3. July Work Schedule

- A. Building Construction - T-Buck has hired a subcontractor for the building construction portion of the work. Dunn Construction from the Gardiner area will be doing this work. Dunn Construction has begun the wall framing and will continue with the roof trusses, roofing, insulation, interior finishes, and vinyl siding.
- B. Electrical - Electrical Installations, Inc. (EII) will continue with the electrical work and rough in once the building is enclosed.
- C. Site Work - T-Buck expects to continue with the site work including taking down the few remaining trees, installing the hydrant, installing the gravel surfaces, and other restoration work.
- D. Central Maine Power Status - Work continues on the three-phase power extension and crews from CMP are currently on site installing the cross braces and running wires. The manager reported the crew did some unexpected night work which resulted in some complaints from area residents. W-P will follow up with Central Maine Power (CMP) on this issue to make sure advance notice is given prior to additional after hours work.
- E. Site Hydrant - The District will deliver the hydrant to be used at the site on 28 June 2006.
- F. Blow Off Hydrant at Adams Pond Pump Station - W-P reported that they received a price on the hydrant installation from T. Buck and in discussions with the District it was decided to utilize District crews to install this portion of the work.
- G. Equipment Deliveries - The pump for the project was included under this month's payment request and is currently stored at T. Buck's office in Auburn. The pump will be delivered to the site within the next couple of weeks; however, insurance paperwork is required for material stored off the job site. T. Buck will supply this documentation prior to the next construction meeting.
- H. Site Work - It was noted much of the remaining site work will be undertaken during the month of July. RD noted that the 80% complete for this item seemed generous but W-P noted it was reduced from 95% with the original pay request submittal.
- I. Access Road Restoration - The access road to the site has been damaged by construction activities and due to all of the wet weather during the construction to date. Some of the culverts damaged by truck traffic will need to be replaced and the road regraded under the construction contract. T. Buck noted they will also place some gravel in some areas where the road has been damaged. The district will consider additional improvements as the project moves closer to completion.
- J. Generator/Transfer Switch - The district will investigate installing the generator equipment depending on the status of the construction budget. At a minimum the District will consider installing the transfer switch under the contractor to simplify the eventual installation of the generator. W-P will follow up with budget updates prior to the next construction meeting.

- K. Security System - The District wishes to have a simpler security system installed. W-P to follow up with the district and EII on this issue.
 - L. Adam's Pond PS Valve Actuator Installation - Remaining work includes installation of the air piping, and start up.
 - M. Start Up Coordination and Testing - The pump station is expected to be ready for start up and testing towards the end of August. The District will have the blow off hydrant at the raw water pump station installed prior to start up. Further coordination on start up needs will be discussed at the July construction meeting.
 - N. Maintenance of Erosion Control Measures - Erosion and sedimentation controls continue to look good at the pump station site. Some touch up of the silt fence will be completed once the backfill for the electrical entrance is backfilled including the installation of some stone check dams. The Boothbay Assistant Codes Enforcement Officer continues to make almost daily visits to the site.
 - O. Landowner Coordination - No issues have been reported over the past month with the abutting land owners.
 - P. Concrete Test Results - Results have been received at W-P and will be distributed to the District and to T. Buck.
4. **Shop Drawings** - The status of the shop drawing submittals was reviewed from the summary tracking sheet distributed at the meeting. Remaining submittals include:
- Chain link fencing
 - Paint
 - PLC
 - Telemetry equipment
 - Fire alarm and security system equipment
- A. O and M manuals -T-Buck should submit required O and M's for all equipment as soon as possible.

5. Owner Issues

- The District asked that more frequent inspections be undertaken while the building framing work is being undertaken.

6. Contractor Issues

- T. Buck asked for confirmation on the blocking required for the plywood siding or the use of clips.

7. Rural Development Comments

- RD noted that the framing of the corners should overlap rather than butt against each other.

- The anchor bolts should extend through both shoe plates rather than the one base plate as currently installed.
- It was also noted that all joints at the top plate should be braced with a stud.

It was noted that the framing for the building needs to follow the revised plans issued for the higher wind load classification included under change order #2.

8. **Change Orders** - Change order #3 was signed at the meeting and includes the following items:

- A. Unsuitable Material Stabilization Work at the Intake Site - This item includes the additional stone added to stabilize the site of the intake screen, which resulted in a net increase of the contract of \$9,554.00
- B. Pump Motor Credit - A credit for reducing the motor size from 100 hp to 75 hp will be rolled into the change Order No. 3. The estimated motor credit is \$1,668.

T. Buck also requested a time extension of one day associated with the placement of the stone at the intake site. The time extension was not included under change order #3, as the schedule appears to be on target. Should additional time be required at the end of the project a time extension will be considered at that time.

9. **Payment Requisitions**

Rural Development Payment Application No. 6 was signed at the meeting covering the most recent invoices from Wright-Pierce, and T. Buck's application for payment No. 4. T-Buck's approved payment request was for \$168,034.43, and represents approximately 61% completion.

This payment application exhausts the loan amount and triggers the grant portion of the funding. The District will coordinate with Alton on the grant agreement and closing of the loan

10. **Next Construction Meeting**

The next regularly scheduled construction meeting is set for 25 July 2006 at 1300 hr. at the District's office. Items to be included on the next payment application should be turned into to Wright-Pierce by 18 July 2006. The next Rural Development Application No. 7 will be finalized and submitted to the District by 20 July 2006.

11. **END OF JUNE CONSTRUCTION MEETING**

12. The minutes of the 13 June 2006 meetings were approved.
Trustee Carter motioned, Trustee MacPhee second, vote: unanimous
13. The board approved warrants 35, 36 & 37.
Trustee Carter motioned, Trustee MacPhee second, vote: unanimous
14. The manager reported he had discussed the Route 27 corridor project with the town manager of Boothbay. It was reported the project was still a priority for the town and Wright-Pierce is still working through the design. As of now there is no final design completed.
15. The manager reported he had heard no further response from the Boothbay town manager concerning road opening policy in the town of Boothbay. The manager reported the town manager had voiced his concern over re-pavement for district projects in Boothbay. The town manager was advised that the district was having difficulty lining up a paving company due to the recent poor weather. The manager did relay to the town manager the district was regularly maintaining the road cuts and no complaints from the public had been received at the district.
16. The manager informed the board the effort for sustainable water use had hit a snag. It was reported the Commissioner of the Maine Department of Environmental Protection (DEP) had singled out twenty-two (22) (Boothbay Region Water District among them) for enforcement on the minimum in stream flow proposal. This decision was pointed out to be in violation of LD 2070 which was passed in April 2006 and was being purely politically driven. The manager reported he had been asked by the Maine Water Utilities Association (MWUA) to chair a meeting of the sustainable water use subcommittee. The purpose of reforming this group was to develop a response to the latest version of the DEP rules. The manager informed the board that the meeting was scheduled for 29 June 2006 at the district office.
17. The AM provided the board with an update of the effort to establish a GIS system. He relayed that he had developed a PowerPoint program and was attempting to get a consensus from the other interested parties. It was reported that the town of Boothbay Harbor was likely to pull out for the short time due to budgetary constraints.
18. The AM presented a proposal to add upgrade electronic security for the treatment plant and install electronic security in the administrative building. The proposal presented to the board was with Northeast Security Inc. for the sum of \$4,553.00. Trustee Pinkham tabled any decision on this matter until 11 July 2006.
19. The AM presented the board a property appraisal for the Douglas Carter property located adjacent to Big Al's for the sum of \$215,000.00. The board asked the AM and the manager what strategy they were considering with this property. The AM replied to the board that the house with the minimum 40,000 square foot lot had a market value of at least \$185,000.00. The manager told the board that he had been in contact with the Boothbay Harbor Sewer District and received the specifications for connecting the current home to sanitary sewer. That cost was reported to not to exceed \$8,000.00. Trustee MacPhee motioned to proceed with negotiations with Mr. Carter for acquisition of the property contingent on an engineering inspection.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous

20. The manager provided a letter of proposal for a forestry management plan upon the request of Trustee Pinkham. The cost for a plan that would be approximately \$16.00/acre. This plan is necessary to obtain a permit to thin the forests that surround Adams Pond. The board approved the expenditure for the development of a forestry management plan.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
21. The manager reported additions to the policies and procedures were ongoing and he hoped to have a clean copy soon.
22. On 19 June 2006 the manager reported he met with Mr. Jim Lord, Dirigo Engineering, the town manager of Boothbay and the Boothbay public works foreman to discuss the Adams Pond Road Culvert Replacement project. Mr. Lord presented the low cost alternative which would require the road be raised 1.5 feet and shifted away from the pond with a straight culvert replacement. It was reported the town of Boothbay was opting for the box culvert alternative that is more expensive. It was relayed the town would do the majority of the work, contracting for the culvert installation and some additional machinery. The manager reported the meeting was positive. The final plans were expected within two weeks.
23. The manager reported he was attempting to receive approval to remove the Meadow Brook Impoundment but had not received concurrence from the Maine Department of Marine Resources.
24. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Sunset Acres – No change in status.

Dora Highlands – The manager reported he met with Wright-Pierce and expected initial design very soon. There is a possibility that Phase I and II will be done at the same time. If this happens the district will not need a performance bond of \$500,000.00.

Boothbay Country Club – Phase II began on 10 July 2006. The distribution foreman reported no problems.

25. The board took up a complaint by Mr. Bernard Lech, Account #100070 concerning his bill in absentia. He used a small amount of water for his residence during this season while he had a well installed. He was contesting the seasonal bill and only wanted to pay for the water he used. The AM explained under PUC regulations he was responsible for the entire bill. The board concurred and did not agree to any form of remuneration to Mr. Lech.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
26. The AM briefed the board on the status of the district's billing software. It was reported the 16 year-old software package, the district is currently using, will no longer be serviced by Munis as of December 2007. The board immediately directed the management staff to research and budget for a software upgrade to take place in 2007.
27. The manager reported he had been in negotiations with the town of Boothbay Harbor to perform the district's paving. The manager discussed the proposal by stating if the district purchased a roller for the town of Boothbay Harbor the town would provide paving services, including preparation, at cost. This arrangement would save the district much money in the long run. The trustees instructed the manager to keep them informed on this effort.

28. The manager reported he had met with Mr. Ron Vachon, St. Andrews Hospital and the fire chief of Boothbay Harbor to discuss the replacement of the water main serving St Andrews Lane. It was reported the construction of a new Family Care Center will open the opportunity for cost sharing with the hospital and repair the existing sub-standard condition that now exists. Mr. Vachon was reported to have stated this project was to be completed in 2007.
29. The meeting was adjourned at 1502 hr.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler, Manager