

24 May 2011

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 MAY 2011**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Reed, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM).. Guest: Ms. Elesha Hawkes, Boothbay Register. Absent: Trustee Carter (Clerk), Trustee Marston (Treasurer).

1. Trustee Pinkham and the veteran board members welcomed Trustee Reed to the board.
2. Trustee Pinkham was elected chairman for the 2011/2012 trustee term.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous
3. Trustee MacPhee was elected vice-chairman for the 2011/2012 trustee term.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous
4. Trustee Marston was elected treasurer for the 2011/2012 trustee term.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous
5. Trustee Carter was elected clerk for the 2011/2012 trustee term.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous
6. The minutes of the 26 April 2011 trustees meeting were approved as written.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
7. Warrants 24, 25 & 26 were approved.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous
8. The manager reported that on 9 May 2011, Dirigo Engineering completed the 11-month warranty inspection and submitted it to HCC Surety Group, bringing the findings to the attention of Ms. Jill Fisher Esq. It was reported that generally the workmanship was good, with only a few problems identified. The manager provided the board with a copy of the findings produced by Dirigo Engineering. The manager went on to describe an updated matrix he had received from Attorney Hole, wherein certain items were being repaired by Mid-Maine Nursery & Landscape Construction under the direction of the Surety, American Contractors Indemnity Company. Both Attorney Hole and Dirigo Engineering were confident the matrix is being addressed and that the district will be receiving a final resolution in the near future. The manager ended his report stating the proceedings finding Bill Whorff Construction in default continued.
9. The manager reported that the Commercial Street Water Main Replacement project was functionally complete. All services were installed and operational. The fine grading was complete with the base course of asphalt scheduled to be applied 11 May 2011 through 12 May 2011. All of the business owners were kept up-to-speed with no serious complaints have been noted.

The manager reported further on the Commercial Street Water Main Replacement project that on 4 May 2011 Chairman Pinkham presided over construction meeting #14. Minutes from that meeting were provided to the trustees. The amount requested was \$71,011.86 with the contract being 84% complete.

Commercial Street paving was next discussed. Once the base paving was installed the district/contractor would be required to raise all of the gate boxes while the sewer district raised the sewer manhole covers. On or before 17 May 2011 the final asphalt coat would be installed providing the weather cooperated. The town of Boothbay Harbor Public Works Department had committed to repainting the street. A final punch-list was scheduled to be completed at the conclusion of paving operations.

10. The manager stated that Bigelow Laboratory had restarted construction after a short winter hiatus. The contractor had requested, and was provided temporary water. District personnel were reported to be working on meter sizing for the new research building and would report back once they had worked through that project. Harry Crooker Construction had been made aware that the district was very interested in Route 96, for which the district held the road opening permit, was completed as soon as practicable.
11. The manager provided the board with the monthly budget update. It was noted that the district had had to withdraw monies at the end of March from sinking funds but that the seasonal billing had been completed and the revenue/cash flow picture was improving.
12. The manager presented the board with a copy of the rate filing he had delivered to the Maine Public Utilities Commission (PUC) on 27 April 2011. As required by state law the district would be hosting a public meeting on 26 May 2011 at the Boothbay Town Office. The manager went on to inform the board that he had met with the Boothbay town manager and would be meeting with the Boothbay Selectmen on 23 May 2011 to discuss the town of Boothbay's fire protection fees. The manager asked if the Boothbay trustees would accompany him to which trustee MacPhee agreed.
13. The manager reported that the treatment plant was ramping up but all was normal. After a thorough safety review, a new sampling boat for use on Adams Pond. The old boat was unwieldy and leaking too much. The new boat was reported to be a square stern canoe with stabilizers that is easier to position. With the motor ban on Adams Pond it was difficult to get to and from the sampling points with the old row boat. The AM explained to the board that the new boat should make the job of environmental monitoring of Adams Pond safer and more efficient. Trustee Reed asked if the district had gone out to bid for the boat. The AM reported that the new boat was purchased locally and that the district had received a fair deal.
14. The manager reported that there had been a series of delays in getting the dead fire hydrant located on Route 27 adjacent to the Welch House in Boothbay Harbor, fixed. The PRV on Lakeside Drive was found to be damaged and had to be repaired before any repairs could be made. The exploratory excavation was completed and the worst case scenario was discovered (leaded joints to the main). The manager explained that the repair would require the district to cut the main trunk line to Boothbay Harbor and replace the hydrant tee. The tee and valve assembly was on hand. Several residential and commercial customers would be without water for a period of time. The process is scheduled to begin on 18 May 2011 with treatment staff filling Boothbay Harbor starting the late evening of 17 May 2011 and then monitoring the Lakeside PRV for the duration of the repair.

15. The manager reported that the request for proposals (RFP) had been issued by the Maine Department of Environmental Protection (DEP) for Section 319 grant money. The manager had met with Ms. Sue Mello and progress had been made.
16. The manager reported that he had toured the Farrin/district property line and recommended to the board that the efforts Mr. Farrin had taken to replant district property with native trees was sufficient to meet the earlier dictated fencing requirements. The board agreed.
17. The manager stated that he and Wright-Pierce were nearing the end of the Southport Merger Study and that they would be delivering a rough draft report on 24 May 2011 at the next trustee meeting. The board instructed the manager to extend an invitation to the Southport board of selectmen to be present as well.
18. The board went into executive session pursuant to 1 MRSA §405(6) (D) at 2008 hr.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
19. The board came out of executive session at 2018 hr.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
20. The meeting was adjourned at 2024 hr.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegra
Manager