

26 July 2011

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 JULY 2011**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee MacPhee, Boothbay, (Vice Chair); Trustee Marston, At-Large, (Treasurer); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager; Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: Trustee Carter, Boothbay (Clerk).

1. The minutes of the 28 June 2011 trustees meeting were approved with corrections.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 38, 39 & 40 were approved.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*
3. The manager reported the following concerning the **East Boothbay Water Main Replacement Project**. Hodgdon Yachts had been contacted and visited by representatives of the surety and it was the managers understanding that remaining damage items caused by Bill Whorff Construction were being addressed. Attorney Geoff Hole had requested that district personnel accompany Mr. Wendell Wheeler, stained glass expert, who was employed to assess, for attorney Hole the level of damage, and associated repair cost, for the stained glass windows at the East Boothbay Methodist Church. The manager reported that the assessment of the stained glass would happen at 1000 hr. on 13 July 2011.
4. The manager next reported on the status for the **Bigelow Laboratory Project**. The design for Phase IV was expected to be presented to the district within the month. This phase of construction was to include a loop in existing grid as well as water service to the shore facilities via an 8-inch water main. The manager went on to relay the he believed there were two more hydrant installations required as well. Phase IV was tentatively scheduled to begin in September 2011. The manager praised Consigli and stated that they had been outstanding to work with and kept the district in the loop for the entire process.
5. The manager reported on the status of the **Rate Case**. According to Ms. Stephanie Morancie, Maine Public Utilities Commission, the rates were approved. The district was awaiting stamped rate sheets to implement the new rates.
6. The AM reported no **Safety** incidents within the previous period. Work remained on two of the updates to two of the internal safety plans, these included:
  - a. **Lock Out/Tag Out Review**: Annual training for Tom Mansfield and John Orne was completed 30 June 2011. Dan Giles and Adam Macy remain. Revisions to the manual are still in process with the AM and chief treatment plant operator responsible for the revision.
  - b. **Confined Space Review**: In process, Mr. Greg Kidd is needed to complete annual training.

7. The manager reported on **Treatment Plant** operations. Raw water quality in Adams Pond had begun to degrade, but still remained within normal parameters when compared to historical data. The plant was reported to be producing at 1,000 gpm with filter run times still set for maximum. Clarifier runs remained at maximum with head loss still within specifications. Treatment plant staff continued maintenance on the exterior of the plant buildings focusing mainly on cleaning and corrosion control. The Dig Safe for the flag replacement has been completed. The manager also stated that the district's fields had been mowed.

The manager informed the board that the district was averaging sales of 900,000 gallons per day an increase of 250,000 gallons since the previous board meeting with the "summer push" very strong.

The manager went on to inform the board that the Knickerbocker Lake Intake was being prepared for use. It was the intention of the district to use Knickerbocker for the August "hump" which should expend the majority of the permit limit in a relatively short time. The manager reasoned by doing this water could be conserved Adams Pond during the historically driest part of the year, when Adams Pond is most vulnerable to drawdown. Lastly the manager reminded the board that sampling screening for defective septic systems has begun. Due to historical data the manager opted to use Knickerbocker Lake earlier in the season rather than later due to annual degradation to water quality caused by the residents around the lake.

8. The manager provided a status report concerning the **Distribution Division**. Summer maintenance continued with seasonal system requiring much maintenance. Hydrant maintenance, mowing and GIS work were reported to be the priorities of the distribution division as well. .

On 1 July 2011 a house fire occurred on Sawyers Island wherein the Boothbay Fire Department intentionally severed a 2 inch seasonal water main to fight the fire. The manager made it very clear that he was not complaining as to the merits of that decision but, instead, he was deeply concerned with this action, by senior fire staff, with no intention of using established protocol, repeats of this reckless maneuver will become standard operating procedure, especially with junior staff. The manager reported that he had tried to meet with the town manager and the Boothbay fire chief to discuss the matter but scheduling has been a problem, for which the manager alerted the board was more a problem with himself than with the town of Boothbay. The manager next showed the board prototype seasonal water "blow-off" built by the distribution staff. The manager stated that these units could be easily mass produced, in house, at a relative low cost and installed easily.

As a result of the 1 July 2011 incident caused by the Boothbay Fire Departments actions, a "Boil Water Order" was issued by the Maine Department of Health, Center for Disease Control for Sayers Island and Isle of Springs that was not able to be cleared until late 2 July 2011.

Additionally the manager complained about the lack of communication protocol by Lincoln County communication citing the district was never notified of the fire receiving the only communication long after the fact to "put the water main back together". The system hemorrhaged for several hours with no notification to the district as to where or why. Trustees MacPhee and Marston were deeply concerned with this occurrence and instructed the manager to develop a total cost to the district for the incident. In addition the trustees

instructed the manager to put the responsibility “on the chiefs” to tell the district where the blow-offs are to be installed and impress upon them how reckless intentional boil water orders are.

9. The manager next reported on the **Knickerbocker Lake Watershed**. He reported that the town of Boothbay had met with YMCA officials concerning the illegal building and cutting of trees within the watershed zone on Knickerbocker Lake without planning board or Maine Department of Environmental Protection approval. The matter was referred to the Boothbay planning board for resolution, restitution and enforcement. The manager then went on to inform the board that the town is still working on a scope of services and that the town was not working for the district directly.
10. Trustee Reed and the manager then reported as to the status of the **Signal Point Water Main Rehabilitation Project**. On 1 July 2011 Mr. Jim Lord P.E., Dirigo Engineering, the manager and trustee Reed met with the Signal Point board (SP). Trustee Reed stated that SP interviewed Dirigo Engineering and asked them to prepare a cost estimate for a scope of services to upgrade to the condominium associations water service. The manager stated that this was preliminary and that SP was still weighing its options. The manager passed along Peter McNelis’s best wishes to the board.
11. The manager reported nothing new with the \$86,351.00 **319 Grant Application** currently under review by the state.
12. The manager reported next on the **Farnham Point Fire Hydrant**. The distribution division was tasked with cleaning up a dead-end on Farnham Point Road and to provide fire protection for that community. The addition of a new hydrant is necessary and is an incomplete item associated with the **East Boothbay Standpipe Demolition** project. The manger reported that Dan Alley Construction had been enlisted to assist in the installation.
13. The manager reported as to the status of the **Sherman Street Water Main Rehabilitation Project**. Preparation for this project has begun. On 8 July 2011 a hyper-accurate ledge survey was completed. The manager reported “to make a long story short.....lots of dynamite needed”! Presently the temporary water plan was being worked out, a parts list was being compiled and a cost estimate was in-process both internally and from Reny Construction. The town and sewer district had been notified. The manager presented a Ghant Chart for the timeline of the construction to the trustees.
14. The manager reminded the board of his upcoming vacation, wife’s surgery and his surgery. The manger stated that the AM would be in-charge in his absence.
15. The meeting was adjourned at 2000 hr.  
*Trustee Marston motioned, Trustee Reed second, vote: unanimous*

Respectfully Submitted,

Jonathan E. Ziegler  
Manager