

27 July 2010

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 13 JULY 2010**

The Board of Trustees convened at 1902 hrs. In attendance: Trustee Pinkham (Chair), Trustee Marston (Treasurer), Trustee Carter (Clerk), Trustee Curtis, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: Trustee MacPhee, (Vice Chair).

1. The minutes of the 22 June 2010 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Carter second, vote: unanimous
2. Warrants 37, 38, 39 & 40 were approved.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
3. The manager reported that on 23 June 2010 the town of Boothbay requested the district add to the contract the installation of speed tables in Route 96 adjacent to the General Store and at the East Boothbay Post Office. The town asked to have the present contract amended so that the town could extend the sidewalk restoration North along Rt. 96. The manager explained that the district declined on the basis that Whorff's difficulties to complete the tasks already assigned and the current time overrun of the project. However, the district did inform the town that the district had no objections with them separately contracting as long as the project is not delayed and no additional costs to the district are incurred.

The manager relayed that Dirigo Engineering formally made the district aware that because of the relative difficult nature dealing with the town of Boothbay as compared to normal municipalities, they were incurring unanticipated administrative costs (extra meetings, phone calls, faxes, e-mails & dealing with the town manager). Dirigo stated that they had been "eating it" so far but if conditions did not improve the district would have to absorb the costs.

The contract with Pike Industries was finalized on 24 June 2010 for paving. The pre-construction meeting was scheduled for 21 July 2010 at 1100 hr. The manager informed the board that he had decided to put the paving off until late September due to the length of time it has taken Whorff to prepare the site so far and the traffic now in the area.

Chairman Pinkham questioned the managers judgment as to delaying the paving and warned him that this decision ran contrary to what had been told to the residents of East Boothbay and that he better have this decision made public and prepare himself for any backlash.

The town of Boothbay Harbor has asked the district if it would be alright to add a line item to this contract for additional paving in Boothbay Harbor, fully funded by the town, at the agreed upon price. The district approved this request and it is pending approval of USDA.

The manager described that on 30 June 2010 he had attended a walkthrough with Dirigo, Whorff and the town manager. The town manager maintained that the sidewalks on School Street were "destroyed" and needed to be replaced. After review of the pre-construction photographs it was determined due to lack of attention by the town of Boothbay those

sidewalks were considered in such disrepair to be abandoned. However, the district did agree to asphalt a slope adjacent to the Fairly residence because it was in that condition prior to construction.

It was reported that the district condemned the entire sidewalk installed by the town of Boothbay during the fall of 2009, just prior to the project's start, adjacent to and south of the General Store, which has since been entirely replaced by Barry Concrete. The culvert transverse the southern terminus of the project was also fully replaced. During that walkthrough Dirigo discovered the following:

From Station 98+25 to Station 99+75 the grade of the road is wrong and needs to be redone. The pavement for this 150 foot stretch will need to be removed and the road re-graded to provide the proper cross section, and then re-paved. We went out last week and surveyed the area again and compared the post construction cross section to the pre-construction cross sections. They pre-construction cross sections clearly showed the road had a crown with. The post construction cross sections show that the road is super-elevated across the road with no crown. This has in-fact changed the drainage in that particular area and is also a safety hazard, since the super-elevation is going the wrong way for the small curve that is there. I will send you the pre-and post cross sections shortly.

On 6 July 2010 the Mill Pond crossing was cleaned up, re-rip rapped and the old pipe was removed.

Lastly the manager explained that the district rebuilt a retaining wall on Nat Wilson's property that we ruined during dewatering a main break, by district personnel, last winter. The bill for this would be forthcoming from Reny Construction.

During the last period the district received 7 complaints which were distributed to the trustees for their review.

4. The AM reported the district revenues were at 100% of expected while expenses are at 91% of budget. Revenues and expenses are within budget parameters. Revenues are up compared to this time frame last year. Expenses are under for the same period.
5. The AM relayed no safety deficiencies or injuries to report during the period. The manager reported that there were indications that the Maine Department of Labor was focusing inspections on water utilities throughout the state. The Bangor Water District had been inspected the previous week and the deficiencies from that inspection had been sent on as a "lessons learned". The manager stated that district personnel took a day the previous week and reviewed all of our safety protocols and made sure required inspections were current or being addressed.

During the week of 28 June 2010 the district completed several road crossings with conduit for new or future seasonal water services along Route 27 north of Adams Pond. This evolution was completed at night. The manager related that the first night was a "fiasco" due to the fact that none of the district signage, or directional paddles, was reflective. It was reported that the manager shut the project down the first night.

Within twelve-hours of that incident the district had purchased top-of- the-line paddles complete with LED blinkers. The district also borrowed the Boothbay Harbor Public Works Department's newly acquired reflective signage and went back into business the following evening with the project completed in three nights. Reflective signage was also on order.

6. All was reported well with the plant. The manager informed the board that production was at approximately 85% of the finished water of average as of the end of June.
7. The manager reported that all distribution operations were normal.
8. The board tabled discussion and action for the SWAP until the 27 July 2010 trustee meeting.
9. The manager had nothing new to report concerning Bigelow Laboratories.
10. The manager reported that on 30 June 2010 he met with the town of Boothbay Harbor, Dirigo Engineering, and sewer district at the Boothbay Harbor town hall and began preliminary planning for the Commercial Street project. It was decided that a public input and information meeting was required and scheduled for the Boothbay Harbor town hall, 26 July 2010 at 1800 hr. The manager requested the trustee contingent from Boothbay Harbor as well as the at-large trustee be present to show solidarity with the Boothbay Harbor selectmen.
11. The manager reported that Maine Department of Environmental Protection biologists will begin the survey to determine the baseline littoral study for Adams Pond on 29 July 2010.
12. The AM reported that it appears that the EJ Prescott GIS program will integrate with the proposed Northern Data software.
13. The AM reported that the rate case has been handed to Raftelis Financial Consultants for development.
14. The board considered a request by the West Harbor Pond Watershed Association for membership. After consideration the trustees declined to join but instructed the manager be available for the organization in a technical capacity.
15. The meeting was adjourned at 2002hr.
Trustee Carter motioned, Trustee Marston second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager