

27 September 2011

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 13 SEPTEMBER 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 23 August 2011 trustees meeting were approved.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*
2. Warrants 50, 51, 52 & 53 were approved.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
3. The manager provided the board with a status report for the **East Boothbay Water Main Replacement Project**. The manager reiterated that it appeared to be that most all of the complaints had been addressed or otherwise compensated. The single, known, outstanding issue remained the Mill Pond/Army Corp of Engineers alleged violation. Attorney Geoff Hole was reported to be still attempting a reasonable resolution with the Army Corp of Engineers. The manager reminded the board of his dissatisfaction with both Dirigo Engineering and the defunct Bill Whorff Construction for repairing the pond not in accordance with the permit and accepting it as complete and legal. The manager stated that the corrective action and associated funding method remained undetermined.

The manager informed the board that on 29 August 2011 the district received a complaint from Ms. Mary Anne Renzi; 25 School Street, East Boothbay claiming the district had killed a tree on her property. The manager provided the board with correspondence between himself and Mr. Jim Chaousis, town manager, Boothbay, wherein the town of Boothbay had investigated the matter and determined that the cause of the death of the tree was undetermined and dealing with the remains of the tree was the responsibility of the property owner. The manager informed the board that he concurred with the town of Boothbay analysis and had written a letter stating that to Ms. Renzi. The board concurred with the manager's position and therefore the district considered the matter closed.

4. The manager informed the board that he was still waiting the Phase II submission for **Bigelow Laboratories**.
5. The AM reported no **Safety** violations within the previous period. The AM went on to report no change in status with the remaining safety plan revisions.

6. The manager provided the board with a report on **Treatment Plant Operations**. Production was reported to be cycling down. The plant was running well with no problems noted. The manager reported, per direction of the trustees, he would switch back to Knickerbocker Lake as the water source towards the end of September or early October. The manager reported that the Phase IV compliance sampling results were received with no deficiencies noted. The manager stated “the finished water is very good”. The manager then informed the board that the district had completed and submitted the synthetic organic compound (SOC) monitoring waiver with the drinking water program. The manager explained that due to district watershed efforts, existing ordinances with the town of Boothbay and vigilance the district was eligible to have this expensive requirement waived. If granted, the waiver was good until summer 2014.
7. The manager reported that the **Distribution Division** was fully engaged with summer operations. The manager reported that there now existed personnel issues with the division and that he would like to discuss these in executive session. Trustee Pinkham granted the request and informed the manager that he would have an opportunity to discuss the issues later in the meeting.
8. The manager stated that he would be sending an invitation to the first exploratory meeting for the possible **amalgamation of the Southport Water System and the BRWD** within the week. The manager stated that he had discussed the matter with the Southport Board of Selectmen and offered that it may be more comfortable to meet in Southport for the first meeting. The board concurred.
9. The manager updated the board as to his activities with the **Maine Water Utilities Association**. The manager discussed the agenda of the recent board of directors meeting in Caribou. The manager went on to report that the state was busy rule-making between legislative sessions. Of most interest to the district were the pending changes to the Maine Public Utilities Commission (PUC) with the adoption of Chapter 660 and the DigSafe law. The manager informed the board that both he and the AM would be attending a workshop session on 29 September 2011 to address the new regulations requiring sprinklers in buildings and how this requirement would be adopted by the water industry. Compensation to the district for this service was a chief priority and source of concern for the manager.
10. The manager provided a rejection letter for the **319 Grant Application** delivered by the Maine Department of Environmental Protection. The manager did state that there were “bright spots” with this rejection. For the first time, a water district received funding through this program. The district was the Portland Water District (PWD). Last, the manager was encouraged with the district’s unsuccessful bid because the district was outscored for the final grant by the PWD by only 7 points, losing 305 to 312. The manager called the PWD a “behemoth” with far greater resources to provide a proposal than the district, and to show that strong was a credit to district staff. The board concurred and encouraged the manager to reapply in 2012.

11. The manager reported on the progress with the **Sherman Street Water Main Replacement Project**. The project was reported to be on-schedule. The manager provided the following:
  - a. The 31 August public meeting went very well but was lightly attended;
  - b. Blasting began 6 September 2011 concluded 9 September 2011 with only minimal collateral damage which would be repaired during the clean-up phase ;
  - c. A hold-harmless agreement was signed between the district and Drilling and Blasting Specialists with a copy provided to the trustees;
  - d. Temporary water was established 6 September 2011; which was late and was logged as a deficiency of district preparation ;
  - e. Signage for temporary parking for Sherman Street residents was received and put in-place;
  - f. The tap and sleeve and valve located within West Street was installed successfully 8 September 2011 by E.J. Prescott without incident; and
  - g. As of the meeting 240 feet of new 6” high density polyethylene (HDPE) water main had been installed with approximately 160 feet left to go.

The manager then went on to inform the board that the district, not as expected, “nuked the road” requiring a total replacement which will be a cost add-on. The public works director for the town of Boothbay was on record as stating the town would pay “a percentage”. Trustee MacPhee chastised the manager for not getting this agreement in writing. The manager finished by reporting zero complaints thus far, good logistics, excellent material control and fantastic support of the Boothbay Harbor Sewer District. Overall the board was pleased with progress thus far and instructed the manager, as a lesson learned, to provide the board with “heads-up” telephone calls prior to meetings where their presence is necessary.

12. The manager reported that he needed to get the easement for the **Farnham Point Fire Hydrant** signed. The board asked who would be assisting with the install for which the manager reported Dan Alley Construction.
13. The manager reported that he had received a proposal from E.J. Prescott concerning the initiation of a **GIS System** for the district. The manager stated that he needed to review the proposal and would be soliciting another from Wright-Pierce for comparison purposes.
14. The board approved a proposal made by **Central Maine Power (CMP)** to install a radio receiver on the Mt. Pisgah standpipe, for the proposed compensation rate, once minor changes are made to satisfy the district’s attorney and authorized the manager to sign and maintain the contract.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*
15. The manager reported the **Labor Contract** approved by the board on 22 December 2010 was finally signed earlier that day. The manager reported that all employees were distributed a copy by management.
16. The manager reported that the district was working on a new copy of the **Boothbay Region Water District Terms and Conditions for Service, Revision 3** to satisfy the requirements of the new PUC Chapter 660 scheduled to go into effect 1 January 2012. The manager stated that he would provide the board with a draft copy once completed.
17. The board voted to go into **Executive Session pursuant to 1 M.R.S.A. § 405(6) (A)** at 1937 hr.  
*Trustee Marston motioned, Trustee Reed second, vote: unanimous*

18. The board came out of Executive Session at 2015.  
*Trustee MacPhee motioned, Trustee MacPhee second, vote: unanimous*
19. The manager reported the resignation of Mr. Dan Giles, Assistant Distribution Foreman effective 12 September 2011 and that the district had begun the search process for a replacement with a closing date of 30 September 2011.
20. The meeting was adjourned at 2017 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*

Respectfully Submitted,

Jonathan E. Ziegler  
Manager