

28 June 2011

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 14 JUNE 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 24 May 2011 trustees meeting were approved with corrections.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 31, 32, 33 & 34 were approved.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous
3. The manager reported no change in status concerning the **East Boothbay Water Main Replacement Project**.
4. The manager reported that the **Commercial Street Water Main Replacement Project** was complete as of 27 May 2011. The manager stated that the project was one day overdue due to unreasonable conditions imposed on the contractor by the public works director of the town of Boothbay Harbor and no liquidated damages were considered or pursued of the contractor. The manager reported that the final "punch list" consisted of nothing. The project had no outstanding complaints or claims. It was reported that Trustee Pinkham had presided over the final construction meeting which was held on 1 June 2011. The minutes of that meeting were provided to the trustees. The final pay request totaled \$109,315.00 which was reported to have already been dispersed using ARRA grant funds. Trustee Pinkham had previously instructed the manager to write a letter of appreciation to Nitram which was completed on 7 June 2011 with a copy of that letter provided to the trustees.
5. The manager updated the board as to the status of the **Bigelow Laboratory Project**. The manager had determined that Building #1 would require a 2" meter and also specified the twin backflow preventers also required. That information had been forwarded to Bigelow's contractor. The manager stated that the project was looking very good and professional.
6. The manager updated the board as to the status of the impending **Rate Case**. A rate hearing, as required under Maine law, was held at 1800 hr. on 26 May 2011 at the Boothbay Town Office. One person arriving late attended inquiring as to the retroactive implementation of seasonal rates for this year. The manager reported that he had told her that there would be no retroactive rate increase. Satisfied with that answer, the individual left the meeting. The manager reported the minutes, attendance list and originals of all of the public notices had been hand-delivered to Maine Public Utilities Commission (PUC). The manager expected the rates to be approved at the end of the month with a 1 August implementation date. The manager concluded by thanking all of the trustees who could make it to the public hearing for their support.

7. The AM reported no **Safety** incidents within the previous period.
8. The manager provided the board with the **May Budget Report**. Both the manager and the AM stated that overall spending and receipts looked normal with 47% of the budget expended. The trustees requested that the report be numbered and better formatted. The manager stated that he would work on that for the June report.
9. The manager reported that the **Treatment Plant** was operating in very good order. The raw water quality from Adams Pond continues to be good making treatment efficient. The manager went on to explain the district was averaging 400gpm per filter with runs at remaining at maximum length. The clarifiers were reported to also be at maximum with head loss well within specifications. A reduction in waste water processing was being noticed which was helping the water budget continue under projections. The flag was being moved to a position in front of the plant.
10. The **Distribution Division** was reported to be busy ensuring the seasonal system was in good working order for the upcoming tourist season. The supply to Hodgdon Island and Barbers Island was reported to secure with the Knickerkane Bridge installation completed the previous week and put service the previous day. The crew had begun the process of cataloging and operating every valve in the distribution system, updating and mapping out a flushing program, gearing up for two hydrant replacements and preparing for the **Sherman Street Main Replacement project**.
11. The manager reported that with Ms. Sue Mello in the lead and he assisting, had completed and submitted a **319 Grant Application** to the state of Maine to correct erosion and sedimentation problems around Knickerbocker Lake. The manager stated that Ms Mello had spent the better part of a month, and he nearly two weeks, working on the 18 page application culminating in a very strong application which was delivered to the state on 7 June 2011. The total grant package was reported to total \$86,351.00

As part of this conversation the board agreed that the district needed to re-engage the town into the watershed protection process. Several Cesspools and direct discharges had discovered and needed to be addressed and corrected over the summer. The manager stated that the environmental monitoring plan was being finished and would be in practice very soon. The board concurred with the manager in that Ms. Mello should be part of the process.

12. It was reported that the district had extended an invitation to **Bay Communications** to install communications equipment on the Mt. Pisgah Standpipe. The manager reported that Bay Communications would pass the offer on to its client and contact the district if necessary.
13. The manager stated that he had been remiss in not following up sooner with the **town of Southport** and would do so before the next meeting. The board instructed the manager that the working group, once formed, would meet in the evening at mutually acceptable times.
14. The meeting was adjourned at 2010 hr.
Trustee Marston motioned, Trustee Reed second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager