

8 June 2010

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 25 MAY 2010**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis, Trustee Marston (Treasurer), Trustee Carter (Clerk), Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Greg Ireland, Inspector, Dirigo Engineering; Ms. Sue Mello, Boothbay Register. Absent: None.

1. The minutes of the 11 May 2010 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 28, 29 & 30 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. The manager presented the board with the May ACEO Report. The report reported that there was nothing to report.
4. Mr. Ireland reported since the last meeting the entire 12-inch main had passed bacteria testing and the service crews had been hard at work. The 8-inch tie-in to Presley Drive was reported to be complete with only 3 services remaining to be tied in. The tie-in to Rice Road was occurring that day and was expected to be complete. Mr. Ireland explained that once the services were complete, the old 8-inch main would be taken completely out of service.

Paving was reported to have begun on the southerly terminus of the project. On 17 May 2010 Whorff inexplicably stopped traffic for over an hour completely cutting off traffic from East Boothbay center to Ocean Point. The manager reported that the district received numerous complaints. The contractor was made aware and put on notice that this was totally unacceptable. Since then there had been no traffic problems.

The manager informed the board that since the previous meeting the district had received 10 complaints. All had been forwarded to the engineer for resolution.

The contractor was reported to have begun to install the drainage for the town of Boothbay on School Street. The manager reported that the town manager was in charge and funding that evolution and that the district had steered clear.

The easement for Hodgdon Yachts was complete with the tie-in to the main plant scheduled for the next day.

The manager reported that on 19 May 2010 the bid opening for the state overlay portion of the project, administered by the district had occurred with trustee Pinkham officiating. The bids were as follows:

<u>Contractor</u>	<u>Location</u>	<u>Bid</u>
Pike Industries Inc.	Fairfield	\$138,363.50
Hagar Enterprises	Newcastle	\$146,270.00
Mariners Paving, Inc.	Rockport	\$155,669.00
Ferraiolo Construction Co., Inc.	Rockland	\$163,701.00
Harry C. Crooker & Sons, Inc.	Topsham	\$169,105.00
Lane Construction Corp.	Bangor	\$169,857.50
RC & Sons Paving	Lewiston	\$181,193.00

Also on 19 May 2010 construction meeting #6 was held. The minutes from construction meeting # 6 were provided to the trustees.

5. The AM reported the district revenues were at 110% of expected while expenses are at 88% of budget. The AM went on to report the *sinking funds* had all been re-paid including the land acquisition fund.
6. The manager reported no safety violations or incidents in the previous reporting period.
7. The manager reported the source water quality remained outstanding. The incoming turbidity had degraded to a 5.5 meter secchi reading which was still significantly better than expected. The treatment plant was reported to be operating very well.
8. The manager reported normal distribution operations. The manger commended assistant foreman Dan Giles for his very good job as acting foreman during the recent vacation of the distribution foreman and in directing the operation of the distribution system while the distribution foreman was occupied with the East Boothbay project.
9. Ms. Sue Mello submitted the changes for the source water assessment plan (SWAP) to the board for review. The board deferred action until the next trustees meeting.
10. The manager reported the Section 319 grant submission was being prepared and was due 1 June 2010. The majority of the work had been completed by Ms. Mello with the cost estimate yet to be prepared by the manager and submission to be completed by the district. The manager went on to explain that this type of grant had never been won by a water district but because of the charter language of the district it was clearly eligible for funding. If won the grant money will be used to create plunge pools along Route 27 and to enhance erosion control on Back River Road. There will be matching funds from the district required by the grant.
11. The manager reported Bigelow Laboratories had provided the district drawings and they were under review.
12. Dirigo Engineering was assigned the task of engineering for the Commercial Street project at a cost of \$47, 000 by a unanimous vote of the board.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
13. The manager reported he and the AM were working on a proposal for the Southport amalgamation.

14. The manager provided the board with a copy of the district's comments on the proposed Public Utilities Commission (PUC) Chapter 660 rules. The AM explained that these proposed rules were modeled after the rules governing Central Maine Power and that PUC was requesting input from water districts to issues regarding the language and water specific procedures.
15. The manager reported that the district had been working on a 7th grade project with Boothbay Region Elementary School teacher, Sandy Wheeler who had received a grant to do a water related project in the watershed. The boat landing at the public area of Knickerbocker Lake was chosen for needed work. The district will contribute material and labor. The Town of Boothbay Harbor Public Works will donate machine time and labor. The town of Boothbay will contribute John Anderson to take credit.
16. The manager reported he was completing a revision of the Boothbay Region Water District Cross-Connection Control Plan to comply with revised state statutes. It was his hope to have the new revision on the street within the next few weeks.
17. The meeting was adjourned at 1946hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegra
Manager