

9 August 2011

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 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 Carter, Boothbay (Clerk); Trustee Reed, Boothbay Harbor; Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: Jon Ziegler, Manager

1. The minutes of the 12 July 2011 trustees meeting were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 41, 42 & 43 were approved.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*
3. The AM reported the following concerning the **East Boothbay Water Main Replacement Project**. Partial Payment Report (PPR) # 19 was submitted for the **Commercial Street Water Main Replacement Project**. PPR #19 reimbursed Nitram for retainage and cleared engineering expenses to Dirigo Engineering. Additionally the AM reported that Mr. Wendell Wheeler, a stained glass authority, inspected the East Boothbay Methodist Church and was putting together a listing of damage to the stained-glass windows. The many reports of damage appeared to be inconclusive as to cause but the AM reminded the board that he would wait until attorney Geoff Hole made a determination as to liability.
4. The AM had no new information to report with regard to the **Bigelow Laboratory Project**.
5. 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**: Dan Giles and Adam Macy still required annual competency training. Revisions to the manual are still in process with the AM and chief treatment plant operator responsible for the revision.
6. The AM reported on **Treatment Plant** operations. The treatment plant was producing over 1,000,000 gallons per day and the plant in "full swing". The AM reported the district switched to Knickerbocker Lake on 21 July 2011 for raw water. On 22 July 2011 the AM reported the manager met with the Knickerbocker Lake Association (KLA) board and provided them up-to-date information. The AM also advised the board that the manager had given the KLA copies of the Source Water Assessment Plan (SWAP) report most recent update and a copy of the 319 grant application.
7. The AM provided no new information concerning the **Distribution Division**.
8. The AM reported as to the discussions with **Southport**. The powers that be on Southport were invited to the Thomas Point Lobster Bake and so far there has been no response.

9. The AM next reported on the **Rate Case**. The AM stated that the district was still awaiting stamped copies of the rate tariff sheets. The AM stated he had called Ms. Stephanie Morancie, Water Rate Analyst, Maine Public Utilities Commission and was awaiting an answer as to the status of the case. .
10. The AM had nothing to report pertaining to the **Knickerbocker Lake Watershed**.
11. The AM reported as to the status of the **Sherman Street Water Main Rehabilitation Project**. The road opening permit has been obtained with no unreasonable demands associated with it. The cost estimates were reported to be in process. The AM relayed that the manager had received a call from Elbridge Giles asking when we were going to bid this job out. The AM explained that this job was not out for bid because the district was completing it “in-house”, and as an “in-house” project, the district was using N.A. Reny as the excavator because of his pricing. The AM went on to point out to the trustees that the district had used Alley Excavation and Eric Wood and Jordan Construction in the recent past as well. The AM stated that he had done a cost survey and Reny had consistently been the lowest for material and services and is trained in the construction methods the district now requires.
12. The AM reported no change in status with the **Farnham Point Fire Hydrant**.
13. The meeting was adjourned at 1925 hr.  
*Trustee Marston motioned, Trustee Reed second, vote: unanimous*

**Submitted by:**

Robert Raudenbush  
Administrative Manager