

9 November 2010

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 OCTOBER 2010**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston (Treasurer), Trustee Carter (Clerk), Trustee Curtis, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: None.

1. The minutes of the 12 October 2010 trustees meeting were approved as written
Trustee Marston motioned, Trustee Carter second, vote: unanimous
2. Warrants 57, 58 & 59 were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
3. The manager reported that there had been several sightings of Whorff Construction over the previous few weeks within the construction zone, presumably addressing open action items. The manager did stress that he did not know for sure and that this was an assumption in that, with just one exception, neither he, nor staff had been notified of their arrival or activities.

The manager went on to inform the board that when Pike Industries completed the paving contract for Rt 96 and specific work in Boothbay Harbor, it was not in their contract to “feather in” the driveways. The reason for this is that the contract assumed that there would only be a 5/8 inch overlay on the final paving. However, because of the excessive shim required and the amount of paving needed to complete the project, some of the driveways had as much as a 2 inch lip. After consulting with Dirigo Engineering the manager determined this it was far easier to have a local contractor complete the “feathering in”. Because the distribution crew was already stretched to the maximum with seasonal shutdown, the manager hired Reny Construction complete the repairs.

The AM reported that the district had received the final bill from Pike Industries and will pay Pike Industries as soon as the district receives payment from the other parties contributing cash to this project, chiefly the Maine Department of Transportation (DOT) and town of Boothbay Harbor. The following breakdown of cost sharing was presented to the board:

Maine DOT (invoiced)	\$87,929.00
Town of Boothbay Harbor (credit)	\$ 7,000.00
Town of Boothbay Harbor (invoiced)	\$ 5,161.87
BRWD (RD grant)	\$38,000.00
Town of Boothbay (speed tables-direct bill)	\$ 6,100.00

The manager closed his report by stating that on 18 October 2010 the Boothbay board of selectmen voted unanimously to remove the speed tables which were ordered by the outgoing town manager. All costs for this to be borne by the town of Boothbay.

4. The manager reported that on 14 October 2010 the district hosted a public informational meeting concerning the Commercial Street Water Main Replacement Project, at the Boothbay Harbor town hall, led by Trustee's MacPhee, Marston and Pinkham. The meeting was televised and has run repeatedly on channel 7. The district, Dirigo, Nitram Excavation and town officials did an excellent job explaining all events that had transpired to date and a description of what to expect in the future. The manager reported he had been funneling all information to Ms. Jaimie Logan and that seems to be working out quite well.

On 14 October 2010 the district entered into a contract with Nitram Excavation, Benton, Maine and a pre-construction meeting was held.

The manager reported that Nitram Excavation mobilized on 22 October 2010 and began constructing the temporary water system. Sections 1 & 2 of the contract area (Sea Street to Boothbay House Hill) had the pavement ground. The manager expected the bacteriological testing to be completed shortly and the actual pipe replacement to begin later in the week, once temporary water has been established.

The manager reported the district had received concurrence and permission from the Maine Drinking Water Program to place district main within ten-feet of existing sewer in certain sections of the proposed path, and provided a written description of the affected areas. The manager stated that even though the water main will be placed in certain sections within ten-feet of the sewer main, the sewer main is several feet below.

The manager reported that traffic and flagging had been very good and that the town of Boothbay Harbor was on top of signage.

5. The manager reported that on 22 October 2010 the construction phase of the Bigelow Laboratories Water Main Installation project began. Harry Crooker and Sons Construction were selected by Bigelow Laboratories to complete the work. The manager stated that the work in Route 96 was nearing completion with 320 feet of new 12" DI pipe installed and an 8" valve package leading into the development installed. Crooker is currently installing the first hydrant off of the 12" water main and district personnel would be testing this first section for bacteriological contamination very soon.

The manager reported that Bigelow Laboratories had negotiated a deal with Mr. Peter Poitrus, after consultation with the district, to install an 8"X8"X 6" valve assembly and a short section of 6" water main to be capped onto adjacent land owned by Mr. Poitrus in exchange for an easement to Bigelow Laboratories. This was being installed for a future planned 11 house subdivision on Mr. Poitrus property. Likewise another neighbor, Mr. Luke, was installing a future-use residential tap, under a similar arrangement as described above, again with the concurrence of both Bigelow laboratories and the district.

On 25 October 2010 OSHA inspected Crooker with no deficiencies noted.

6. The AM reported that the financial figures to date indicate revenues and expenses were still on the good side of the budget but a caveat was given that, as the year winds down, the district may see things tighten up and be close to or fall short of expectations.
7. The AM reported no news from the rate engineers at this time.

8. The manager provided the board of an at-work injury that occurred to a treatment plant operator on 16 October 2010 when the operator slipped and fell on the ramp and fell to the dock at the Knickerbocker Lake float. Although the operator was not seriously hurt he was referred to St. Andrews, was administered pain killers and put temporarily into a neck brace. He was then referred to St Andrews Occupational Health by his doctor and cleared for duty the following week. As a result of this occurrence the district convened a safety investigation with a group consisting of the manager, administrative manager and the chief treatment plant operator. The following changes to the district's safety policy will occur:
 - a. Treatment staff will ensure the appropriate non-skid surface is installed on the gangway and dock of the Knickerbocker float as appropriate;
 - b. Treatment staff are instructed to wear the appropriate non-skid footwear that will be provided by the district and charged to safety equipment;
 - c. Treatment staff will install a removable hand rail on the gangway; and
 - d. Treatment staff will wear proper life jackets while performing activities over water.
9. The manager reported that the final device needed to comply with the Department of Labor Citation was nearing completion and that the district would make the 15 November 2010 deadline for compliance.
10. The manager reported the treatment plant is operating at very good efficiency. The following was posted in the most recent edition of the *Boothbay Register* as of 21 October 2010.

From 17 Oct 10 to 19 Oct 2010 the Boothbay Region Water District withdrew 1,088,500 gallons from Knickerbocker Lake in accordance with Maine Department of Environmental Protection permit. To date the district has withdrawn 41,596,100 gallons in 2010 and is permitted to withdraw 51,500,000 gallons, Source has been switched back to Adams Pond.

Knickerbocker Lake operations were suspended 19 October 2010, the pump station was put into a safe condition and the overland water main was properly put into winter storage.

11. The manager updated the board on distribution activities. Seasonal shutdown began 14 October 2010 at 0700 hr for which the district received a few complaints ranging from not enough forewarning to "*because of global warming the district should keep the seasonal water on through Thanksgiving*". The retrieval of all of the seasonal meters was reported complete and with the new touch read systems for seasonal meters, the data gathering was very quick and efficient. The AM reported the "overage billing" was still be computed do to some stragglers coming off year-round mains yet to be removed, with final numbers to be presented to the board at the 9 November 2010 meeting. The manager went on to inform the board that the seasonal system lines are being blown out with a many zones still remaining. The manager reported West Harbor Standpipe had been drained the previous week and would be inspected before being put back into service in spring 2011.
12. The manager reported he had met with the chairman of the Boothbay Planning Board and would be meeting in the future after the SWAP had been thoroughly digested.
13. The Boothbay ACEO announced his resignation in lieu of a better opportunity with the city of Portland. The manager reported he had been contacted by the acting town manager, Hon. Charles "Chuck" Cunningham who was concerned that the position was really necessary and requested future discussion with the district after the new town manager has arrived and settled in.

14. The manager reported that he had met the new Boothbay town manger, Mr. James Chaousis, currently the town manager of Livermore Falls and reported that he liked him very much. The manager stated to the board that he had extended an invitation, which was accepted, to have Mr. Chaousis tour the district, meet staff and discuss future opportunities once he has arrived and settled in. The new town manager will start 29 November 2010.
15. The meeting was adjourned at 1940 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager