

23 August 2011

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 9 AUGUST 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); Jon Ziegler, Manager ; Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: Trustee Reed, Boothbay Harbor; Trustee Carter, Boothbay (Clerk).

1. The minutes of the 26 July 2011 trustees meeting were approved.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
2. Warrants 44, 45 & 46 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**. On 18 July 2011 Mr. Peter Tischbien, U.S. Army Corp of Engineers (ACE) met Mr. Jim Lord P.E., Dirigo Engineering and the distribution foreman at the Mill Pond Causeway in East Boothbay to inspect the restoration work done originally by the now defunct Bill Whorff Construction, later corrected by Reny Construction, both under the supervision of Dirigo Engineering, to ascertain whether or not the district's work was in compliance with the ACE permit. The inspection was described as "random". The ACE inspector did not like the work that had been completed and proceeded to threaten district personnel and its Dirigo Engineering that if the deficiencies were not completed in a timely manner, federal funding for future projects could be withheld. The manager presented the board with a quote \$5,985.00 from Reny Construction to make the repairs as outlined by the ACE. The manager then informed the board that he would be meeting with the district's attorney and Mr. Lord on 12 August 2011 to discuss the ACE issue

The manager then provided the board with a cost estimate for damage to the stained glass windows at the East Boothbay Methodist Church. Mr. Wendell Wheeler estimated the total rehabilitation costs for the windows would be \$7,689.00 of which the blasting company was responsible for \$5,766.75. The East Boothbay Methodist Church and the insurance company seemed receptive to this settlement arrangement.

Hodgdon Yachts was reported to be satisfied with the repairs and reimbursement for the damage to the Ships Store.

4. The manager had nothing new to report concerning **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**. The manager went on to inform the board that on 21 July 2011 the district began withdrawing from Knickerbocker Lake as its water source. The manager reported operations were progressing smoothly. As that morning, after twenty days of continuous service, the district had withdrawn 18,667,600 gallons of water. Knickerbocker Lake during that time Knickerbocker Lake water level has dropped 4.44 inches. The manager went on to report that over the past few weeks the district had been visited multiple times by the Knickerbocker lake Association (KLA). The manager reported the meetings productive.
7. The manager reported that the **Distribution Division** was continuing normal summer operations. The effort to inventory hard assets continued with a matrix of hydrants in-process. All was reported to be moving at an acceptable pace. The manager began discussion on the replacement for the dump truck and provided the board with one of potential three proposals for a new dump truck. The AM presented leasing options and stated that it would fit in the existing budget easily. Even though approved in the budget, the manager wanted to keep the board very-much involved in this purchase but expressed his desire to have the vehicle on-board in early to late fall to be ready for winter operations.
8. The manager reported no response from the **Southport** board of selectmen as to the district's invitation to attend the Maine Water Utilities Association (MWUA) lobster bake scheduled 11 August 2011.
9. The manager presented the board with a copy of the signed tariff sheets from the Maine Public Utilities Commission as result of the summer's **Rate Case**. The board ordered that this no longer be an agenda item.
10. The manager reported that the MWUA had fully reimbursed the district for the manager's trip to Washington D.C. to meet with the Maine delegation this past May.
11. There was no news concerning the **319 Grant Request**
12. The manager reported that the **Sherman Street Water Main Replacement** project was on-schedule. It was reported that the Boothbay Harbor Public Works Director had been helpful in formulating a parking plan. The temporary water plan had been completed requiring 1000 feet of 1" HDPE ordered. Trustee Marston asked if this could be reused for which the manager replied it could and would be put into inventory at the conclusion of the project. Key milestones included a public meeting and public notice. The manager provided the board with an estimate of the materials.
13. The manager reported the **Farnham Point Water Main Project** was in- process. The manager reported that he would be meeting with attorney Chip Griffin on 16 August 2011 to finally clean up the remaining required easements. It was reported that the district was in agreement with Dan Alley Construction to complete this project.
14. The manager reported that he would be meeting with EJ Prescott the following day to review the **GIS Project**. The board asked for an update at the following meeting.

15. The manager reported that the district had been approached to allow a water main extension for private residences on **Barlow Hill** in East Boothbay. The manager reported that the homeowners were soliciting bids from NA Reny Construction and Pat Farrin & Sons Construction. The manager stated that if this is to move forward, the planned 100 ft rehabilitation of existing main would have to move forward in the Master Plan rotation in order for the project to be successful. The manager stated that he would keep the board informed as to the home-owners intentions.
16. The manager informed the board that **Central Maine Power (CMP)** had initiated conversation with the district to rent space on Mt. Pisgah and West Harbor Standpipe for telemetry equipment to support their “smart meter” program. The manager had no further specifics.
17. The meeting was adjourned at 2008 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*

Respectfully Submitted,

Jonathan E. Ziegler  
Manager