

23 November 2010

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 9 NOVEMBER 2010**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston (Treasurer), Trustee Curtis, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Allen Knowles, Dirigo Engineering; Lori & Win Mitchell, Vintage House; Mr. Geoff Smith, Code Enforcement Officer (CEO), Boothbay. Absent: Trustee Carter (Clerk).

1. The minutes of the 26 October 2010 trustees meeting were approved as written
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 63, 64 & 65 were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
3. Trustee Pinkham recognized Mr. Knowles who provided the board with an update of the Commercial Street Water Main Replacement Project. Mr. Knowles relayed to the board that overall the project was off to a good start. He then went on to describe the following actions that had taken place:
 - Pre-project sewer video survey had been completed showing existing damage;
 - The granite curbing had been removed and stored with the sidewalk pavers being left in-place to provide good access for local businesses;
 - The temporary water mains for Phase 1 & 2 were in place and ready for use;
 - Temporary service connections for Phase 1 had been completed;
 - Existing pavement for the Phase 1 & 2 had been ground and the reclaim graded and rolled, the excess material was reported to be being stored at the Boothbay Public Works yard; and
 - The installation of the new 12-inch water main had begun with 180 feet installed.

Mr. Knowles then went on to inform the board that the contractor was encountering intermittent outcroppings of ledge requiring the contractor to use the district's hoe-ram an average of 45 minutes per twenty foot section. The contractor was installing pipe with 4 ½ feet of cover in hard ledge areas with insulation and approval of the district. The contractor was reported to be processing the excavated material at the Reny pit and reusing it in the trench.

Lastly it was reported that the district had received no written complaints but had heard verbal comments concerning traffic flow and accessibility. These issues were explained to be within the purview of the town and were being addressed by the public works director.

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. Trustee- Pinkham then recognized Mr. Win Mitchell who addressed the board requesting permission to hook up to a 5/8"eter for the winter and then switch to a 2" meter next spring. His operation had been sized for a 2" meter but he did not want to pay for a 2" meter over winter. The board denied his request stating the service was designed for a 2" meter and 5/8" meter would not meet the demands of Mr. Mitchell's complex. The board directed the manager to have a 1" line tapped to the main and a 5/8" meter installed for use at Mr. Mitchell's request.

Mr. Mitchell then requested to discuss the issue of Mr. Pat Farrin using of District property, that borders Mr. Mitchells property for commercial use and how that use was inconsistent with the properties deed. In addition Mr. Mitchell reminded the board that Mr. Farrin had been convicted by Lincoln County for burning hazardous material on district property and was using the property for storage not permitted in the Farrin agreement with the District. This board directed the manager to take the matter to the district's attorney and report back those findings at the 23 November 2010 trustee meeting.

6. Trustee Pinkham welcomed the CEO who provided a short plea to the board to continue funding the assistant code enforcement officer (ACEO) position, currently vacant. The CEO stated that the position had been very useful and that a close working relationship with the district had been formed. The manager was instructed to make sure the CEO and the planning board had a copy of the SWAP report as soon as possible.
7. The manager reported that he had investigated two complaints that required executive decision. The first complaint was in regard to improper feathering of a driveway into the new pavement at 206 Ocean Point Road. After review of the before, after pictures and the pre-construction video the manager stated that it appeared that there was an issue the district, through Pike Industries, needed to address.

The manager went on to describe the second complaint which was originated by Mr. Scott Adams Esq. CPA, concerning the water from the Route 96 Mill Pond culvert, on the incoming tide, that was allegedly damaging his dock which was caused by the project changing the course of the water in the incoming tide. The manager reported that he had reviewed preconstruction pictures and the pre-construction video to current conditions and did not see this as the case. The manager stated that Mr. Jim Lord P.E. would be on-site during the upcoming week and would verify the project was completed per Army Corp of Engineer, Maine Department of Environmental Protection (DEP) and Maine Department of Transportation (DOT) specifications and in compliance with all permits. The manager stated that he would share his findings with Mr. Adams.

Lastly, the manager reported that neither the town of Boothbay Harbor, nor the Maine DOT had paid the invoices for paving contract and therefore the district had not paid Pike Industries as of yet.

8. The manager reported on the status of the Bigelow Laboratories Project. On 28 October 2010 the first section of water main, that under Route 96 was bacteriological cleared and successfully passed a pressure test. The main was then put into service. Since then Harry Crooker Construction has laid 680 feet of 8" HDPE pipe moving up the hill from Route 96 into the Bigelow project to the point just past the first fire hydrant and a valve package was installed. It was reported that Crooker had tapped the new service for Mr. Frank Luke, East Boothbay, off the new 12-inch water main and shut the corporation valve off of the existing 8" water main in Route 96. In addition the valve package consisting of two 8-inch valves, a tee and a 6-inch valve, along with a 6-inch stub has been installed for Mr. Peter Poitrus, East Boothbay for a planned future development. Both taps were completed with the consent of the district.

The manager relayed that Crooker had ceased water main installation because they were required to install a large box culvert in a stream adjacent to Route 96 where the new water main was 4-feet below per Maine DEP permit. Lastly it was reported that Crooker planned on repaving Route 96 with a binder course the following week.

9. The AM reported that the district finances were within budgeted parameters
10. The AM reported that he was working through a series of questions provided by Raftelis concerning the upcoming rate hike. The AM stated he would have a more detailed presentation for the trustees at the next meeting.
11. The manager stated that he would be submitting the completed Maine Department of Labor citation on-time and complete.
12. The manager reported that the treatment plant is operating at very good efficiency and had slowed down to an idle, 0.25 MGD. Winter maintenance had not begun because operators have been detailed into distribution and the work load was pretty light. The manager did report that he had been in conversations with Mr. Jeff LaCasse P.E., General Manager, Kennebec Water District (KWD) concerning the feasibility of the district partnering with a planned design build for the KWD SCADA system upgrade for 2011. The manager informed the board that partnering with a behemoth like KWD could lead to lower cost for the planned SCADA upgrade. The current SCADA systems of the district and KWD are very similar as are the treatment process. The board instructed the manager to keep them advised.

13. The manager reported the seasonal shutdown was not complete with sections of the seasonal main still not blown out. He reported that he had assigned a treatment plant operator to the distribution crew to help complete the shutdown in a timely manner. Additionally the floats from Knickerbocker Lake and Adams Pond, as well as the lake monitoring equipment still needed to be removed.
14. The manager reported that he was scheduled to meet with the Southport board of selectmen the following evening to gather further information concerning the possible amalgamation of the two systems.
15. The board went into Executive Session pursuant to 1MRSA §405(6) (D) at 1947 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
16. The board came out of Executive Session at 1955 hr.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
17. The meeting was adjourned at 1957 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegra
Manager