

26 June 2012

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 12 JUNE 2012**

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; Jon Ziegler, Manager. Guest: Ms. Sue Mello, Boothbay Register. Absent: None.

1. The minutes of the 22 May 2012 trustees meeting were approved.
Trustee Reed motioned, Trustee Marston second, vote: unanimous
2. The **Payroll** for 22 May 2012 and 5 June 2012 were approved.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
3. The **Transactions** for the period of 21 May 2012 through 8 June 2012. Trustee Reed the transaction explanation report as requested. The Transactions were approved.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
4. Trustee Pinkham opened the sealed bids for the new replacement trucks. The results are as follows:

2012 Vehicle Replacement Bids		
Dealership	GMC 2500	GMC 3500
O'Connor	\$30,110.00	\$31,622.50
Bill Dodge	\$29,974.50	\$32,395.50

The board authorized the manager to review the specifications as being correct and if so to award the GMC 2500 to Bill Dodge, Westbrook for the price of \$29,974.50 and the GMC 3500 to O'Connor GMC, Augusta for \$31,622.50.

5. The manager provided the board with an update on the district's **Financials**. The manager discussed the explanation matrix he included in the warrant which he explained as he built the data sheet was a fairly easy process that did not consume much time to prepare. Trustee Reed approved of the explanation sheet. The manager went on to report that as of 31 May 2012, the district's sweep account balance was \$394,314.21 and \$25,000.00 in the checking. It was reported that Mr. Logan Perry was on vacation and that he was still working through the paperwork for Osman Page to access our bank accounts. The board had reservations about that plan and told the manager not to proceed with that proposal and to rethink his plan and get back to them.

The manager then reported that during the week of 25 June 2012 after the next warrant the district would make the first installment as to replenishing the sinking funds. The manager stated his first priority was the "low-hanging fruit" and would replenish in full as many accounts as he could with the first round of repayments.

Lastly the manager informed the board that the books have been reconstructed with Osman Page and that the board could expect the first budget report with real time activity posted against the budget at the 26 June meeting. The manager stated that this report would become a monthly report delivered the second meeting of every month.

6. The board next took on the topic of enforcement of the **Watershed Protection Ordinance**. The manager reported that on 24 May 2012 there was a workshop at the district office between the trustees, the manager and the town manager of Boothbay with the goal of working out an agreement for drinking water source protection through the town of Boothbay. The board was pleased to find that most of the matters discussed were on “common ground”. The manager relayed that was apparent the town of Boothbay was looking for payment by 30 June 2012 for the 2011/2012 fiscal year. In response the board ordered the town manager and the manager to work out the final language of the agreement and have a rough draft ready for the 11 June 2012 board of selectmen meeting and the 12 June 2012 meeting of the trustees.

The manager then reported that on 7 & 8 June 2012 he and the town manager hammered out through several revisions an agreement that they both could live with, that was within the guidelines of the trustees’ wishes. The manager confirmed that the trustees had received copies via-email of the negotiations in real time, which they had. The trustees all confirmed that they were up-to-speed with process and were all well informed of the provisions of the proposed agreement.

The manager informed the board that the Boothbay board of selectmen had, the previous evening, voted unanimously to approve the agreement. The board approved the agreement and informed the manager to have the appropriate paper work for signature by a quorum of the trustees at the 26 June 2012 meeting.

7. The manager reported on **Safety and Training**. There were no injuries or safety violations noted within the period. All inspections appear to be in compliance and the treatment division was reviewing all of the documents as to there being up-to-date. The manager presented the board with an e-mail string he had had with New England Water and Waste Water Training Associates (NEWWTA) in arranging a review of the program and associated training. The manager informed the board that there was no schedule as of yet.
8. The manager next reported on **Treatment Plant Operations**. Finish water flows were down significantly from historical averages. The manager explained that the district was currently averaging less than 0.5 million gallons per day (MGD). The long term historical average is 0.65 MGD. The manager stated that he believed that part of the reduction was due to the weather in that very little water was required for irrigation and that with all of the main replacement the previous year, and the distribution divisions vigilance in detecting and repairing leaks were paying off. From a purely qualitative standpoint the consensus was that the tourist traffic appeared to be normal. The manager stated that he was not alarmed as of yet to the drop off in production, it was still early summer but that he would monitor the situation throughout the summer and report back if he sensed a drop in use that would have negative cash flow implications.

The manager then reported that on 4 June the Adams Pond Dam became nearly submerged due to the improper sizing of the culvert under Adams Pond Road and immense amount of rain received the previous 24-hours (in excess of 8.31 inches). The manager stated that Adams Pond Road was cut-off for a time due to discharge from Adams Pond overwhelming the culvert and breaching the road. The box culvert designed by the district and installed as a cost share with the town of Boothbay, just north of the plant, which was properly designed, worked without problem; no erosion or road damage was noted.

Concurrently the manager reported that the district recorded the highest discharge rate so far from Knickerbocker Lake which occurred on 3 June 2012, at 27.4 MGD through the Barter Island Road culvert. The district's staff gauge was fully submerged and therefore no compliance reading was possible.

The manager concluded the treatment report by informing the board that the chief treatment plant operator was on vacation until 24 June 2012 with the junior operators on their own. The manager expressed total faith that they would handle the plant to the same high standard as the trustees had become accustomed.

9. The manager provided the board with an update on **Distribution Division Operations**. The distribution foreman was on vacation for the next two weeks and would return to duty 27 June 2012 but was available if needed. As with the treatment division, the leadership of distribution activities was now the assistant distribution foreman's responsibility. The manager again expressed faith that there would be no disruption in service in that the individual in-charge was sufficiently cross-trained in the position and very well prepared.

The manager reported that on 6 June 2012 there was a spiral break on McKown Point Road in where the distribution division contracted for a large excavator because of the excessive depth (ten feet) of the water main. With the help of the contractor the district accrued almost no overtime on the main break. There was no loss of positive pressure, the district was in total control and no boil water order was required.

The manager concluded the distribution report by stating the distribution division continued to work on summer activities, somewhat hampered by the heavy rains.

10. The manager reported no change in status with the proposed merger with the **Southport Water System**. On 8 June 2012 the manager reported that he had met with Ms. Kirsten Hebert, Maine rural water Association (MRWA) and asked her to assist the district in meeting all of the applicable deadlines in order to get the question of merger on all three towns' ballots for the November election. The manager stated that upon review of the requirements it became obvious that it was far too complex a task to be done in-house. Ms. Hebert was to begin the effort next 18 June 2012.

The manager informed the board that he had begun copying all public correspondence to the Southport Water System Commissioners in an effort to bring them up-to-speed so as to be familiar with the issues facing the district post merger.

Lastly, the manager reported that he was to be meeting with members of the Boothbay Harbor Region Chamber of Commerce 20 June 2012 and presenting to them information on why supporting the merger would be in their best interest. The date for the presentation in front of the Rotary Club had been moved to 16 August 2012 with Chairman Pinkham also to be in attendance.

11. The **SCADA Upgrade** was next discussed. The “punch list” items were, for the most part, complete. However declaring the project “done” would still take some time. The manager reported the warrant included Dirigo Engineering’s fee totaling \$11,000.00 which was the negotiated price and which the manager confirmed, Dirigo’s role was complete.
12. The manager provided the board with a brief update as to his **Maine Water Utilities Association (MWUA) Board** activities. The manager reminded the board that he was the master of ceremonies at the next bi-monthly meeting which was to be held at Saddleback on 14 June 2012.
13. The manager provided the trustees with a copy of the **2011 Audit**. The board voted to accept the 2011 Audit as written.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
14. The manager updated the board as to the status of the **Knickerbocker Lake Natural Resources Protection Act (NRPA) Report** due in December. The manager provided the board with an update as to status by Stockwell Environmental. The manager stated that he had procured the use of a GPS unit at no cost to the district which is owned by Wiscasset Water District. The GPS unit is needed by Stockwell Environmental to be used in reporting the location of required transect points. The manager hoped to have the training complete within the next few weeks. Trustee MacPhee expressed an interest in learning the GPS unit and requested to be included in the training session.
15. The manager reported on the first meeting of the **Boothbay Comprehensive Plan Review Committee**. The first meeting was held on 4 June 2012 with all members present. The effort is estimated to take approximately two years with the process of defining mission and leadership ongoing. In addition to the manager the committee is comprised of Andy Hamblet, Chuck Fuller, Nell Tharpe, Richard Palmer, Joe Palillo, Nat Wing, Chuck Cunningham, David Dudley, Jennifer Smith and Chris Higgins.
16. The manager next reported as to the status of **the 2011 Consumer Confidence Report (CCR)**. The board was provided a copy of the district’s 2011 CCR which ran the previous week in the *Boothbay Register, Lincoln County News* and *Wiscasset News*. The CCR was reported to run again during the current week, which the manager described as “intentional overkill” with the manager submitting the necessary paperwork to the State to remain in compliance the following week.
17. The manager updated the board as to the status of the **Gilead Street Water Main Replacement Project**. The project, as originally conceived, consisted of a 440 foot run of 6” HDPE pipe replacing vintage 2” +/- galvanized pipe with a new hydrant to be placed at the terminus of the run.

On 6 June 2012 all of parties involved met on Gilead Street for the first pre-planning meeting. The manager reported that it was now unclear whether or not the sewer district would participate. What was also unclear was if a paper road exists at the end to Gilead Street, linking up with School Street. If there was a public right-of-way still in existence the work plan would need to change to a simple looping project. If no right-of-way existed then Plan “A” would remain in effect. The board concurred.

The manager praised the Boothbay harbor Public Works Department in that a very generous offer to split the cost of road restoration was proposed. The manager stated he was doing the due diligence on the 50/50 offer but assured the board that this was a very good deal for the district. The manager was instructed to keep the board updated.

18. The manager reported that he was in the process of reapplying for some of the **Submerged Land Leases** held by the district. This year the Barthers Island crossing was up for renewal where in the manager had to enlist the help of Leighton and Associates for required survey work.
19. The manager provided the board correspondence from the district to the town of Boothbay regarding the 50-seat restaurant expansion of **Boothbay Craft Brewery Inc.** After the manager explained that this is an acceptable business use in that area under the current zoning rules, and sensing that this approval process may be contentious among other abutting land owners, the board iterated that it would remain neutral during this process.
20. The board voted to go into executive session pursuant to 1 M.R.S.A. §405 (6) (A) & (E) at 2010 hr.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous
21. The board voted to come out of executive session at 2024 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
22. The meeting was adjourned at 2025 hr.
Trustee Reed motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager