

24 July 2012

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 JULY 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 Reed, Boothbay Harbor; Jon Ziegler, Manager. Guest: Mr. & Mrs. Albert Greenleaf, Boothbay Harbor. Absent: Trustee Carter, Boothbay (Clerk).

1. The minutes of the 26 June 2012 trustees meeting were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
2. The **Payroll** for 26 June 2012 and 3 July 2012 were approved.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
3. The **Transactions** for the period of 25 June 2012 through 6 July 2012 were approved.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
4. The manager provided the board with an update on the district's **Financials**. The financial process seemed to be moving forward more smoothly with each passing warrant, with the manager and Osmon Page fine tuning the process. The manager reported that his added responsibilities were taking less time because of this process efficiency. Lastly the manager reminded the board that he had ordered a midyear, spot audit by the district's auditing firm, Runyon Kersteen and Ouellette (RKO) which was scheduled to take place 17 July 2012. The board asked the manager to provide a detailed report of RKO's findings at the next meeting.
5. The board next took on the topic of enforcement of the **Watershed Protection Ordinance**. The manager informed the board that he would be contacting the Boothbay town manager to set-up negotiations for next year's compensation package for watershed protection. The manager alerted the board to another issue concerning dog wastes at the public boat landing for which the district had received a complaint. The manager stated that besides the regular E-Coli testing the district completes in Knickerbocker Lake, the district will also be providing a dog bag station at the boat landing with the town committed to maintaining it.
6. The manager reported on **Safety and Training**. The manager reported no safety problems in the previous period. There was no change in status with the safety updates and the district was still awaiting confirmation of a safety review by New England Water and Wastewater Training Associates (NEWWTA).
7. The manager next reported on **Treatment Plant Operations**. Flows continue to remain down significantly. The manager reported that during the previous seven day period 813,400 gallons per day (gpd) was pumped with the twelve year average for the same period of time being 947,300 gpd. The manager confirmed a recurring, consistent reduction of approximately 130,000 gpd for which the manager believes is real savings through better water management and supply side efficiency by the district. The manager informed the board that the once unattainable goal of 5% lost water may be attained.

8. The manager provided the board with an update on **Distribution Division Operations**. Summer operations and a moderate volume of job orders were reported and repairs. The manager alerted the board to the fact that the district was very active with the new valve exerciser working first on all of the hydrant valves in the system.

The manager also informed the board that on 9 July 2012, Utility Technician Mike Hills completed a month-long tour in the administrative division. The manager remarked that “he did outstanding”. As part of the cross training effort for the district the manager would be detailing Mr. Hills back into administration after shutdown.

The manager provided the board with the Mt Pisgah Standpipe Interior Recoating and Water Mixing System Project, request for proposal (RFP) sent to both Dirigo Engineering and Wright-Pierce Engineering. Proposals were scheduled to be submitted on 7 August 2012 giving the manager a week to review them. On 14 August 2012 the proposals would then be given to the board, along with the managers recommendations and released for public inspection at that time. The manager pointed out, in the proposal the board reserved the right to either award or not award at that time.

9. The manager reported on the status of the **Southport Water System**. On 3 July 2012 the manager reported that he had met with Commissioner Gamage who laid out a plan for a project to put 1.5 miles of water main from the Southport School back to the terminus of the proposed water tank project. Commissioner Gamage requested the district’s assistance in developing a specification and a parts list for which the manager informed the board had already begun. The manager informed the board, as a cost cutting move for the Southport Water System any materials required for this installation would be purchased through the district at no additional cost, allowing the SWS district pricing. Additionally the manager stated that the district would bill for labor at the conclusion of the project.

The manager stated that this exercise presented a wonderful opportunity for training for the distribution crew and would allow staff to “test the waters” for Southport construction conditions. Additionally, when completed, the project would complete one of the long-term projects on the priority list at no cost to the district and would show serious commitment to the merger by the town of Southport being a firmly committed partner. The manager informed the board he would provide them a report once plans became firm.

10. The **SCADA Upgrade** was reported to be complete.
11. The manager provided the board with a brief update as to his **Maine Water Utilities Association (MWUA) Board** activities. The manager reported funding for the state revolving fund (SRF) was still a major source of debate and he was getting a head count for the annual lobster bake.
12. The manager updated the board as to the status of the **Knickerbocker Lake Natural Resources Protection Act (NRPA) Report** due in December. The chief treatment plant operator had arranged the GPS training for himself, trustee MacPhee and Ms. Luran Stockwell at the Wiscasset Water District for 24 July 2012. At that time the field work for the report was scheduled to begin.
13. The manager reported on his activities with the **Boothbay Comprehensive Plan Review Committee**. The manager reported that the group was still in the brainstorming stage.

14. The manager updated the board as to the status of the **Gilead Street Water Main Replacement Project**. The district had heard nothing from the Boothbay Harbor Sewer District whether or not they intended to participate. The manager was having the customer services representative research additional deeds to ascertain if a right-of-way exists at the end of Gilead Street linking it to School Street. As of now no documentation of a legal right-of-way exists. The manager further reported that the district would be pressing the sewer district for an answer to definitively determine participation.
15. The manager reported that he was in the process of reapplying for some of the **Submerged Land Leases** held by the district. No further progress was reported.
16. The manager stated that the 50-seat restaurant expansion of **Boothbay Craft Brewery Inc.** had been accepted by the town after a three-hour meeting with the planning board on 29 June 2012.
17. The manager reported the **replacement truck procurement** was still in process.
18. Trustee Pinkham recognized Ms. Karen Swartzberg, Boothbay Harbor, along with three other concerned citizens who began a thirty-minute presentation as to requesting the board extend seasonal water service until the end of October. Ms. Swartzberg informed the board that in her opinion the trustees were “financially hurting the community”. She stated that “people that pay into the system had had a right to enjoy their homes”. Ms. Swartzberg informed the board that because of the boards failure to extend the water service “40 to 60 business’ would lose \$10,000.00 per/day in October” and provided a narrative of the district’s actions surrounding the conduct of construction with regard to the Commercial Street Water Main Replacement Project and how it “ruined” all of the winter business over the winter of 2010/2011. Ms. Swartzberg blamed district policy for the shutting down of the hotels and business’ around the harbor and informed the trustees that the district was the reason the restrooms were shut-down in the fall. Ms. Swartzberg went on to tell the trustees that because the state had legalized fireworks the seasonal communities “such as Bayville and Sprucewold” could burn in a “Colorado Springs” fire and because of the trustees decision to cease seasonal water there would be no way to stop the fires. Ms. Swartzberg presented the board with weather information from the Wiscasset Airport in which she claimed that there was definitive proof in that there was no risk to system freezing based on historical data. She suggested that if the board was concerned about freezing infrastructure that the district begins a campaign having all seasonal customers pile leaves over their meters in October to protect them from freezing. Ms. Swartzberg informed the board that she had a petition with 400 signatures on it but did not have it with her because she needed to copy it but would deliver it directly to chairman Pinkham’s residence later in the week. Ms. Swartzberg proposed a shutdown date of 25 October 2012 and reminded the board to “make peace not war”.

Trustee Pinkham reminded Ms Swartzberg that the district was very interested in converting seasonal main and extending fire hydrants but was constrained within a set budget.

Trustee Pinkham then recognized Ms. Jana Day who described herself as a long-time employee of the Ocean Point Inn and stated the district was hurting that business by shutting the water down so early. She also voiced her displeasure with the board over district conduct during the East Boothbay Water Main Replacement Project and suggested the district “go out and hire more people” for shutdown.

A representative from the Sprucewold Lodge requested the district stay on until 21 October 2012 and expressed a need for year-round fire protection in Sprucewold.

19. The board voted to go into executive session pursuant to 1 M.R.S.A. §405 (6) (A) & (E) at 2010 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
20. The board voted to come out of executive session at 2025 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
21. Trustee MacPhee inquired as to the existence of a conflict of interest policy. The manager said other than conduct governed by the contract and generally accepted work conduct practices, the district had none. Trustee MacPhee requested the drafting of a policy for board review. No completion date or milestones were given.
22. The meeting was adjourned at 2035 hr.
Trustee Reed motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager