

23 April 2013

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 9 APRIL 2013**

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; : Trustee Climo, Southport; Trustee Gamage, Southport; Trustee Carter, Boothbay (Clerk) Jonathan Ziegler, Manager. Guest: Ms. Lisa Kristoff, Boothbay Register; John Orne Chief Treatment Plant Operator; Mr. Frank Fasset, Boothbay Harbor Absent: None.

1. The minutes of the 26 March 2013 trustees meetings were approved with revisions.
Trustee Reed motioned, Trustee Gamage second, vote: unanimous
2. The **Payroll** for 26 March 2013 and 2 April 2013 were approved.
Trustee Reed motioned, Trustee Gamage second, vote: unanimous
3. The **Transactions** for the period of 25 March 2013 through 5 April 2012 were approved.
Trustee Reed motioned, Trustee Gamage second, vote: unanimous
4. Chairman Pinkham recognized Mr. Frank Fasset of Boothbay Harbor who apologized to the trustees over the previous evening's incident regarding the public hearing in Boothbay Harbor regarding the re-vote for allowing municipal officials to serve as trustees of the district. Mr. Fasset discussed long-running issues with the town of Boothbay Harbor which had inadvertently dragged the district into the middle of. At the conclusion of Mr. Fasset's remarks, speaking for the board, trustee Gamage stated that there were "no hard feelings".
5. Chairman Pinkham recognized the Chief Treatment Plant Operator (CTPO) and read a letter of appreciation for beneficial suggestion the CTPO had made with regard to the Mt. Pisgah Standpipe Interior Repainting and Mixing System project ultimately saving the district's rate-payers between \$5,000.00 and \$10,000.00. The CTPO was also presented a cash award.
6. The manager reported on the status of the **Cell Tower initiative for Mt. Pisgah Standpipe**. The permitting process was moving forward through the process of Boothbay Harbor. The manager was unsure as to status as it was being handled at the direction of ATT. The manager reported that the district was in receipt of the fully executed contract between the Boothbay Region Water District and ATT.
7. The manager provided the board a **Financial Update**. Billing was proving to be successful in that the district was receiving an infusion of cash. The budget report for March was to be presented at the next meeting.
8. The manager provided the board with an update on the **2012 Audit**. All of the required documents had been submitted with the exception of the management discussion. The manager also stated that the district had received an extension for the PUC report and that would be completed soon.

9. The manager next reported on the district's **Watershed Protection** program. The manager was still trying to coordinate training for the Boothbay planning board on phosphorous control ordinances. He reported that his primary contact at the Maine Department of Environmental Protection (DEP) was on vacation. He would proceed with arranging this after concurrence and assistance of the DEP.
10. The manager next reported on **Safety and Training**. The manager reported no safety violations or any injuries within the previous period. The manager reported that both the treatment and distribution divisions were certified in work zone safety and competent person training, with regard to trench safety, on 29 March 2013. The manager reiterated to the board that both of these training modules comprised "his biggest nightmare" and was very happy the training was complete. The manager also reported that he had sit in on a significant portion of the training and reported it to be outstanding as to content and delivery.
11. The manager provided the board with an update as to **Treatment Division** operations. Backwash Pump was offsite with repairs to the vertical turbine being completed. When the manager questioned by the trustees reported that he had no estimated time of delivery and reinstallation. The treatment plant was performing very well with water flows at expected levels. The system was now configured where the entire grid was being fed from the Kenniston Hill Standpipe with the plant pumping directly to that location. The manager praised bot the distribution and treatment staff on their seamless transition to this major change without a disruption in service. The only difference in plant operation was the increase in runtime for each fill cycle due to the temporary loss of storage in the Mt. Pisgah Standpipe while down for overhaul.

The manager reported that he had applied for and received and consumer confidence report (CCR) mailing waiver. In place of having to mail each customer individually the district need only run the CCR in the *Lincoln County News* and the *Boothbay Register* one time in June, provide the three town offices with a few copies, have copies at the office readily available and post the CCR on the website. This waiver will save the district significant funds and is very easy to achieve full-compliance.

The assigned treatment plant operator was reported to still be on leave recovering from a non-work related injury.

12. The manager next briefed the board on **Distribution Division** activities. Seasonal start-up was well underway. The manger reported that he had authorized then liberal use of overtime to achieve turn-on in a reasonable time frame. The manager reported that the effort up until this point was "disjointed" with several unusual repairs needing to be completed, most recently the replacement of 140-feet of main on Grand View Avenue in Boothbay Harbor. The manager reported that the system was partially flooded and going through the hyper-chlorination stage. The manager stated that the goal was to have all of the mains biologically cleared and start setting meters the following week.

The manager next informed the board that two technicians had recently been certified to perform cross-connection control surveys. Trustee Marston spoke for the board instructing the manager to pass along the boards congratulations.

The assistant distribution foreman remained on leave after surgery.

13. The manager provided the board with an update on the **Southport Merger**. The manager reported that the deed for the tank site was still in process. The Cross Road project was nearing completion with two valves being cut into the seasonal system to flood, test and put the new main into seasonal service once the lateral connections were completed. Church Street remained the final piece to be completed.

The board briefly discussed the previous evening's public hearing. The manager thanked the board for having his back at the somewhat contentious public hearing.

14. The manger next reported no change in status for the **Southport Interconnection and Tank Replacement Project**. The manager reported that RD was going through the volumes of documents and was beginning the questioning phase. The manager then reported that Congress had passed a continuing resolution which now funded RD.
15. The manager reported to the board as to the status of the **Mt. Pisgah Mixing System and Interior Recoating Project**. The manager informed the board that on 28 March 2013 Trustee Gamage presided over the pre-construction meeting led by Wright-Pierce. The manager described the project to this date as "smooth". The manager has asked that the PAX System be ordered because of the ferocity of in which the painting contractor was attacking the project, the manager did not want to have a delay due to supply issues. The tank was reported drained the previous week.

As per trustee direction the manager presented the board with a proposal to add to the contract the installation of PLC's at the various PRV stations to measure system pressure and temperature as well as a radio upgrade. The proposal from Electrical Installation Inc. (EII) was discussed and it was determined that there was room within the construction budget for this addition. The board approved the proposal and instructed the manager to make the change order.

Trustee Marston motioned, Trustee Climo second, vote: unanimous

16. The manager reported legislative and policy issues currently under review with the **Maine Water Utilities Association (MWUA) and Maine Rural Water Association (MRWA)**.
17. The manager reported next on the **Boothbay Comprehensive Plan Review Committee**. The manager reported no real activity.
18. The manager reported no new information with the **Five Rivers Regional Water Council**.
19. The manager reported on the forestry management project on the **Eastern Shore of Adams Pond** adjacent to Route 27. The manager presented the board with a proposal from Mr. Tim Wilcox to complete the forest management project for which the board approved.
Trustee Marston motioned, Trustee Climo second, vote: unanimous
20. The manager provided the board with an update on the disposition of the **Hamrin Property**. It was reported that the district was awaiting an appraisal of the property which the manager expected to be completed with the upcoming weeks.
21. The board voted to go into executive session pursuant to 1 M RSA §405(6) (A) at 1952 hr.
Trustee Marston motioned, Trustee Climo second, vote: unanimous

22. The board came out of executive session at 1959 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous
23. The meeting was adjourned at 2002 hr.
Trustee Reed motioned, Trustee Climo second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager