

14 May 2013

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 23 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 Climo, Southport; Trustee Gamage, Southport; Jonathan Ziegler, Manager. Guest: Ms. Lisa Kristoff, Boothbay Register. Absent: Trustee Reed, Boothbay Harbor; Trustee Carter, Boothbay (Clerk).

1. The minutes of the 9 April 2013 trustees meetings were approved with revisions.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
2. The **Payroll** for 9 April 2013 and 16 April 2013 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
3. The **Transactions** for the period of 25 March 2013 through 5 April 2012 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
4. The manager reported on the status of the **Cell Tower initiative for Mt. Pisgah Standpipe**. Because of the zoning law in Boothbay Harbor the request to install the array on the tank, by ATT was denied. The application was now going to the zoning board appeals for a variance. The manager provided the board with required correspondence from the district authorizing the array to be affixed to the Mt. Pisgah Standpipe. Trustee Marston informed the manager that he had not been sufficiently clear during previous meetings explaining the shortcomings of the Boothbay Harbor ordinances and the strategy to be employed with the sanction of the town to obtain the needed permits. The manager stated that he would work to be more precise in future reports.
5. The manager provided the board a **Financial Update**. The manager presented the board with the Profit & Loss (PL) Statement as of 31 March 2013. The PL showed a net loss of \$122,753.49 for the year to that point. The manager stated though however from a net worth perspective that was true, \$116,321.43 was attributed to depreciation expense. The manager stated that he could see no anomalies in the budget numbers and reminded the board that since the issuance of this report the district had billed in excess of \$500,000.00 in seasonal billing.
6. The manager provided the board with an update on the **2012 Audit**. All necessary paperwork for the audit was reported submitted with the final audit report in process by RKO. All information for the Maine Public Utilities Commission Annual Report was reported to be in-process or submitted as well.

7. The manager next reported on the district's **Watershed Protection** program. The Boothbay Code Enforcement Officer (CEO) was reported to have distributed a draft of the phosphorous control ordinances from Green, Maine. The manager reported that they were fairly comprehensive. The manager reported that he was still attempting to arrange a meeting with the Maine Department of Environmental Protection (DEP) and would now be redoubling efforts since the seasonal water was now established. The manager was also trying to ascertain other organizations or contractors that could be used for to assist the town in drafting phosphorous control ordinances. .
8. The manager next reported on **Safety and Training**. The manager reported that there were no injuries or violations to report during the previous period. The board then reviewed the training report provided by New England Water and Wastewater Training Associates (NEWWTA) outlining the requirements for work zone safety and competent person training and those who received qualifications.
9. The manager provided the board with an update as to **Treatment Division** operations. The new flooring in the control room and surrounding area's had been installed and the office was being reassembled. The Kenniston Hill standpipe operation was continuing to operate well with no operational issues to report. Discussion amongst the trustee began discussing the new flexibility that was gained by developing systems to operate from Kenniston Hill standpipe.

The raw water quality was reported to be very good as compared to previous years and the filters were running at 100% efficiency on both the filters and the clarifiers.

Backwash Pump #2 was reported to be reinstalled had been tested and was now back in service operating within design parameters. When asked the manager informed the board that a portion of the drive shaft was found bent and was replaced. Judging from the exponential increase in pump performance the manager concluded that this deficiency was what caused the gross inefficiency which began late in 2012. Trustee Climo inquired as to cause and the manager could give no explanation other than he suspected stress on the pump at start-up.

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

10. The manager next briefed the board on **Distribution Division** activities. The manager announced that the distribution staff was to be commended. As of 18 April 2013 seasonal water, system wide, was established. The manager went on to explain that it was a very challenging start in that the system experienced a higher number of water main breaks than normal resulting in much system damage. The manager also reported his thanks to the Southport public works crew for their assistance as well as to trustee Gamage directly. Trustee's Gamage and Climo also extended their thanks to the distribution foreman and the distribution crew for the system wide start-up.

The manager next reported that the feedback from the webpage and seasonal start-up status matrix was very well received. Trustee Marston inquired of the manager an explanation of his statement "*the screaming this year was unbelievable*" The manager replied that he meant that there was a very much above average volume of telephone calls, originating from customers system wide, inquiring as to the status of the seasonal startup, freely offering an unsolicited critique and assessment of the district's shortcomings and the impact those deficiencies had on their lives. The manager postulated that this phenomenon was a net positive in that there obviously was great interest by summer residents to be in the Boothbay region, possibly being the harbinger of a good tourist season.

11. The manager provided the board with an update on the **Southport Merger**. The manager reported that he was still awaiting the transfer easement for the Southport Tank property, with the transfer of property the remaining item for the merger. Additionally the manager reported that the Cross Road Project was nearing completion with the pipe phase almost completed. Trustee Gamage corrected the manager in stating that the pipe on Church Street had been completed earlier that day.
12. The manger next reported no change in status for the **Southport Interconnection and Tank Replacement Project**. The manager stated that Dirigo Engineering was in contact with Rural Development (RD) going over the preliminary engineering review (PER) and Environmental review. Trustee Gamage conducted a survey to ascertain added year-round customers that would be added. With the effort still on-track.

The manager also reported that he had met with representatives from DN Tanks at the Southport tank site. It appeared that from all information the construction of a pre-stressed concrete tank is feasible. However, the manager noted that the tank site will need to be expanded requiring considerable fill and terracing so that a sufficient laydown area can be established and an area to construct the pre-stressed units can be made. DN had reported that the required equipment to build the tanks can make it to the tank site once the access road is upgraded, the Southport Bridge will not be an issue.

13. The manager reported to the board as to the status of the **Mt. Pisgah Mixing System and Interior Recoating Project**. The project was very much ahead of schedule. The internal surfaces of the tank were reported to have been sand blasted, painted and successfully passed the mil thickness inspection. The manager stated the interior looked pristine. The manager then provided the board with an updated schedule from Wright-Pierce. The project was way ahead of schedule with the PAX scheduled for installation the following day. Once tested all that remained was disinfection of the tank, flooding and sampling. The manager expected the Mt. Pisgah standpipe to be back online by early the following week nearly a month ahead of schedule.
14. The manager reported legislative and policy issues currently under review with the **Maine Water Utilities Association (MWUA) and Maine Rural Water Association (MRWA)**. The board was informed of a bill currently churning through the legislature wherein sewer districts
15. The manager reported next on the **Boothbay Comprehensive Plan Review Committee**. The manager reported no real activity.
16. The manager reported no new information with the **Five Rivers Regional Water Council**. He informed the board that he was working on a presentation as well as meeting to arrange a date for the trustees to all meet. The meeting was tentatively planned to be at the Tate of Maine.
17. The manager reported on the forestry management project on the **Eastern Shore of Adams Pond** adjacent to Route 27. The town of Boothbay had consulted with the DEP for concurrence before issuing the permit and would issue the permit with restrictions, chiefly the work could not be completed until next winter when the ground was frozen. The board thought that this was actually a good plan in that the next budget could contain a line item specifically for this project.

18. The manager provided the board with an update on the disposition of the **Hamrin Property**. The manager stated that the appraisal was to have happened that day but due to scheduling conflicts had to be rescheduled for a later date. The manager was hopeful to have an appraisal by the next meeting.
19. The board approved a request made by Ms. Janet Danforth reducing the existing meter on her single family dwelling on Squirrel Island from a 3/4" meter to a 5/8" meter.  
*Trustee Climo motioned, Trustee Marston second, vote: unanimous*
20. The board took up a concern made by trustee Gamage regarding the rate structure and the upcoming second stage of the rate increase scheduled for January 1, 2014. Conversation ensued with all of the trustees contributing. The manager was instructed to complete a rate review post-merger to ensure the current rate regime was appropriate even though the PUC has deemed the rates fair and equitable. The manager responded by informing the board that he would contact the Maine Water Company to assist with the rate review. The board concurred.
21. The board voted to go into executive session pursuant to 1 MRSA §405(6) (A) at 2011 hr.  
*Trustee Climo motioned, Trustee Marston second, vote: unanimous*
22. The board came out of executive session at 2030hr.  
*Trustee MacPhee motioned, Trustee Climo second, vote: unanimous*
23. The meeting was adjourned at 2032 hr.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager

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