

8 October 2013

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 24 SEPTEMBER 2013**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Marston, At-Large (Trustee); Trustee Reed, Boothbay Harbor (Clerk); Trustee Climo, Southport; Trustee Lewis, Boothbay; Trustee Carter, Boothbay; Jonathan Ziegler, Manager. Guest: Anne & David Flannigan, Boothbay Harbor. Absent: None.

1. The minutes of the 27 August 2013 and 10 September 2013 trustees meetings were approved.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
2. The **Payroll** for 10 September & 17 September 2013 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
3. The **Transactions** for the period of 9 September 2013 to 20 September 2013 were approved.  
*Trustee Gamage motioned, Trustee Reed second, vote: unanimous*
4. **PUBLIC COMMENT** - Chairman Pinkham recognized Anne & David Flannigan who reside at 38 Summit Road, Boothbay Harbor, who addressed the board inquiring as to the plans of establishing year-round water on Summit Road where currently only seasonal service is available. The Flannigan's proceeded to inform the board that several years ago, along with thirteen neighbors, had petitioned the Boothbay Harbor Sewer District for sewer and water service for which they acknowledged had never come to the attention of the water district. They further explained that they were now retired and would very much like to become permanent residents of Boothbay Harbor, converting the family camp to a year-round structure. Trustee Pinkham informed the Flannigan's that the trustees would take up the matter at the 22 October 2013 trustee meeting and instructed the manager to prepare water service maps to familiarize the trustees with the current conditions and advise them on what project, if any, could be completed. Trustee Pinkham closed the presentation by informing the Flannigan's that they could expect a letter shortly after that meeting, written by the manager, informing them of the status of the proposal.
5. **CELLULAR TOWER PROPOSAL** –The manager reported that ATT had begun construction of the electronic array for their cellular communications. The manager stated that all the work was in compliance with town of Boothbay Harbor with conduit to the tank installed, the concrete pad for the communications building and electrical service from Central Maine Power all now installed. Trustee Gamage inquired how the wiring for the cell towers would be installed as well as the transmitter array. The manager responded by informing the board that there was an existing “race” where all of the cabling would be installed and the actual antenna would be fixed to the tank by magnet.

6. **FINANCIAL** – The manager provided the board a copy of the *Profit and Loss Budget Performance through 31 August 2013*. The district's net loss decreased from July's year-to-date loss of \$129,057.75 to an improved deficit picture of \$27,305.68 in loss as of the end of August. Much of the improvement was due to the August round of fire protection charges. For the month of August the district experienced a net profit of \$101,703.10.

The board acknowledged as had been the scenario for all previous months, from a year-to-date perspective as relating to cash assets the district was not at a loss. The net depreciation loss increased from July's \$271,416.67 to a total of \$310,190.48 as of the end of August. However real the net worth loss the manager explained it had very little bearing on the district's cash account status. Backing out depreciation, the district, from a cash perspective was showing a gross profit of \$282,884.00 on 31 August 2013.

Going over the line items in the budget performance the manager saw no real anomalies other than those he had previously discussed.

7. **WATERSHED PROTECTION UPDATE** – The manager reported that he had sent three sets of E-coli sample results for Knickerbocker Lake to the Boothbay Code Enforcement Officer (CEO) whose assistant promptly reported the district to the to the Maine Drinking Water Program (DWP). The manager reported that the information sent to the DWP had caused some confusion with the state. The manager reported that he discussed with the DWP that the E-Coli monitoring was being conducted internally strictly for the CEO so as to give probable cause, making way for a court order if necessary to allow the CEO to test, by various means, suspect septic systems or cesspools. The manager reported that officials at the DWP praised the district and the town of Boothbay for taking this cooperative approach to correct potential public health issues.

The manager then reported that he had received a complaint from an adjacent land owner of the property owned by Win and Laurie Mitchell on Adams Pond Road, that the Mitchell's were violating state law with regard to the head waters of Adams Pond. The manager referred the complaint to the CEO who advised the manager that the matter was now under investigation and enforcement by the Maine Department of Environmental Protection (DEP).

8. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported that on 11 September 2013 utilities technician Matt Wade accidentally cut his thumb with a utility knife while opening a bag of sodium bicarbonate at the raw water pump station. He was transported to St. Andrews hospital where he received no stitches and since then has made a full recovery. This was not a lost work injury. All inspections remain current and compliant.
9. **TREATMENT PLANT** – the manager reported the previous week finish water flow was averaged 0.5754 MGD with a high of 0.6031 MGD as compared to production the previous year equaling 0.5457 MGD average and high of 0.5971 MGD. The water quality was declining, most likely to the pond rolling, wind activity and recent high rains, but still within normal parameters. Both the aluminum sulfate and sodium hydroxide dosing rates were reported to be up approximately 20%, which was also an indicator of dirtier more acid source water. Even with the decline in source water quality the manager reported both clarifier and filter efficiency remained at 100%.

The latest round of disinfection by-product (DPB) samples was collected with results to follow within the month. The trustees inquired as to the significance to these parameters which led to a detailed discussion of haloacetic acid and trihalomethane formation in the water distribution system, precursors, regulatory limits and statutory consequences of not maintaining acceptable levels. The manager concluded by stating that correcting a DPB problem if it should arise could be very costly but that the district was maintaining a level at less than 50% of the maximum contaminant level (MCL).

The manager then reported that the trees to north of the treatment plant had been trimmed for safety and aesthetics as was the fields being mowed.

Next the manager answered trustee Reed's question pertaining to the high electric bill at West Harbor Tank. Upon investigation it was found to be an air-conditioner left on by Lincoln County in an abandoned transmitter site. That problem was reported corrected. Discussion then ensued as to the County's equipment abandoned at the tank and the ownership of the infrastructure. Chairman Pinkham volunteered to sort out ownership issues, as well as tenant responsibilities with Lincoln County and report back to the board.

The manager reported that a sign alerting travelers along Route 27 that the seasonal water would be secured the third Thursday of the month which for 2013 was October 17. The manager stated that the sign was in a highly visible location on Rt. 27 and compliant with Boothbay ordinances.

Lastly, the manager reported that as directed he had put the treatment plant roof project out for bid. The manager provided the board a public notice that would appear in the *Boothbay Register* over the next two issues.

## ***INVITATION TO BID***

### *ADAMS POND TREATMENT FACILITY ROOFING*

#### *REPLACEMENT AND REPAIRS*

*for the*

#### *BOOTHBAY REGION WATER DISTRICT*

#### *BOOTHBAY, MAINE*

*Bids for the Adams Pond Treatment Facility Roofing Replacement Project will be received at the Boothbay Region Water District office, 184 Adams Pond Road in Boothbay, Maine until 3:30 p.m. on Thursday, October 10, 2013. Bids will be opened at the District office at 9:00 a.m. on Tuesday October 15, 2013. Work must be completed in its entirety between November 1, 2013 and December 20, 2013 or April 1, 2014 and May 20, 2014. Bids from qualified contractors based in the towns of Boothbay, Boothbay Harbor and/ or Southport will be considered only.*

*Bids must be submitted in a sealed envelope; the outside clearly marked "Bid for the Adams Pond Treatment Facility Roofing Replacement Project", and shall be addressed to Jon Ziegler, Manager of the Boothbay Region Water District.*

*The work involves the removal of the existing shingles and vinyl fascia, installation of new shingles and aluminum fascia, and replacement of all damaged wood and framing, and other work to complete the project as specified and indicated on the drawings.*

*Copies of the Contract Documents will be distributed by Boothbay Region Water District or can be downloaded off of the Boothbay Region Water District website, [www.bbrwd.org](http://www.bbrwd.org)*

***The Bidder should familiarize themselves with the work areas and can schedule a visit by contacting Jon Ziegler at 207-633-4723, ext 112.***

*The Boothbay Region Water District reserves the right to reject any or all Bids, to waive any technical or legal deficiencies and to accept any bid that it may deem to be in the best interest of the District.*

10. **DISTRIBUTION** – The manager reported that much of the distribution division’s effort had been expended on the seasonal project (see 16 - **PAINE ROAD WATER MAIN REPLACEMENT PROJECT**). All of the required tests and inspections performed by the distribution division were current.

The manager then reported that the distribution division had begun water meter upgrades for Southport with the purchase of 200 new meters. Completion of the meter upgrade will take another two years at current meter funding levels. Trustee Climo inquired what the manager meant by “current funding levels” and earmarked that as an action item for 2014 budget talks.

The manager concluded his conversation by stating the Squirrel Island water main repair easement has gone nowhere since the last meeting.

11. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** –

The manager reported he had been in conference with Mr. Jim Lord P.E. concerning the status of the loan/grant approval. The application, including the updated PER had been re-submitted for funding. Mr. Lord reported that he had been assured by Rural Development state officials that the state office was “pushing very hard” to get this project through. The manager expressed concern for missing the winter construction schedule.

12. **MWUA/MRWA BOD** – The manager stated that he had a MWUA board meeting on October 3, 2013 with a large part of the discussion revolving around a Notice of Inquiry (NOI) issued by the Maine Public Utilities Commission (PUC) wherein a formal recommendation by the PUC for reform regulation for consumer owned water utilities was forthcoming. The manager pointed out an interesting caveat being considered that of a readiness to serve charge. The board took his explanation under advisement and would consider all recommendations or requirements once promulgated by PUC.

13. **BOOTHBAY COMPREHENSIVE PLAN COMMITTEE** –The manager provided the board with the most recent version of the town of Boothbay draft vision statement.

14. **FIVE RIVERS** –The manager reported that he would be attending the August Superintendent’s Meeting on 26 September 2013.

15. **GIS** – The manager stated that the GIS project was moving forward.

**16. PAINE ROAD WATER MAIN REPLACEMENT PROJECT** – the manager informed the board that since the last meeting the distribution division has completed the following:

- Approximately 30 cubic yards of ledge were removed by either Reny using a contractors ram, the district's ram or by blasting;
- The remaining 200 +/- feet of 6" HDPE water main was installed with a Waterous Pacer hydrant installed;
- The water main was pressure tested successfully;
- The water main was disinfected successfully;
- All service taps have been completed with all but one structure back on permanent service;
- A drainage issue was discovered in that the trench created an unexpected ground water issue which was corrected by constructing a clay dam and undrain system all tied into the town owned and maintained drainage system;
- A new culvert was installed across Fullerton Street at the town of Boothbay Harbors expense to correcting standing drainage issues; and
- Paving prep has begun.

The punch list items that remained including clean-up and paving, seed and loam and hydrant painting. The district is purchasing the paving for all of the trench work while splitting the cost of the overlay with the town of Boothbay Harbor.

**17. MASTER PLAN UPDATE** –The manager had nothing new to report.

18. The board voted to go into executive session pursuant to 1 M.R.S.A. §405(6) A & C at 2007 hrs.

*Trustee Climo motioned, Trustee Marston second, vote: unanimous*

19. The board came out of executive session at 2016 hr.

*Trustee Climo motioned, Trustee Reed second, vote: unanimous*

20. The meeting was adjourned at 2017 hr.

*Trustee Gamage motioned, Trustee Reed second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager

