

12 August 2014

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 22 JULY 2014**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Reed, Boothbay Harbor (Clerk); Trustee Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: Mr. Mike Pare, East Boothbay; Mr. Richard Brimberg, East Boothbay. Absent: None.

1. The minutes of the 8 July 2014 trustees meetings were approved with revisions.  
*Trustee Climo motioned, Trustee Marston second, vote unanimous*
2. The **Payroll** for weeks ending 8 July 2014 and 15 July 2014 were approved.  
*Trustee Gamage motioned, Trustee Marston second, vote unanimous*
3. The **Transactions** for 7 July 2014 through 18 July 2014 were approved.  
*Trustee Gamage motioned, Trustee Reed second, vote: unanimous*
4. **ADDRESS THE BOARD – PARE** – As a non-agenda item, Chairman Pinkham recognized Mr. Pare who described problems with his overboard discharge (OBD) drain line and that he had been recently cited by the town of Boothbay for improper drainage of effluent from his OBD. Mr. Pare laid out a case stating that the problems with his OBD began when the water district blasted Ocean Point Road in support of the East Boothbay Water Main Replacement project in 2009/2010. Mr. Pare stated that his OBD line was broken at every water service connection downstream of his residence and that *“In my eyes it is the water district’s fault”*. In addition Mr. Pare claimed that the district (or its agent) had destroyed the outfall at the seawall adjacent to the Route 96 culvert.

Trustee Higgins stated *“that from what I saw, they (OBD) were broken at every location”* and named compaction as a possible cause to the breakage and described actions taken by the Boothbay Harbor Sewer District to clean the OBD and assist Farrin Construction with a new sleeve inside the OBD.

The manager stated that he was *“being hit cold with this complaint”* and that the board gives him time to research the complaint.

Trustee Higgins went on to describe the proximity of the water services with the *“sewer line (OBD)”* and asked if the water district had installed the new storm drainage line in Ocean Point Road for which the manager stated they had not.

Trustee Marston requested the distribution foreman be present at the next meeting to answer these questions.

Trustee Climo asked the manager when the project was completed, with the manager informing the board that I was completed in 2010.

Trustee Climo then inquired of Trustee Higgins how and to what extent his involvement was with this OBD complaint. Trustee Higgins responded that “*Chaousis called us and asked if we could go over and get that cleaned out*” and went on to state “*there was no separation of anything, the culvert was on top of your waterlines with only one-inch foam insulation*” and “*your line was right on top of the cast (OBD), you could have brushed the dirt away*”.

Trustees Climo and Marston requested of the Chairman to have the manager investigate the situation and prepare a report for the 12 August 2014 trustee meeting. Chairman Pinkham instructed the manager to prepare a report for the 12 August 2014 meeting.

5. **ADDRESS THE BOARD – BRIMBERG** – As a non-agenda item, Chairman Pinkham recognized Mr. Brimberg who began a complaint regarding storm drainage on School Street. Both Trustee Marston and manager informed Mr. Brimberg that the storm drainage was a contract run concurrently by the town of Boothbay during the construction project and referred Mr. Brimberg to the town of Boothbay.
6. **FINANCIAL** – The manager provided the board with a copy of the *June 2014 Profit & Loss Budget Performance Statement*. As of 30 June 2014, for the month, the district’s total revenues were \$48,867.06 with total expenses equaling \$165,011.83 of which \$41,666.66 were depreciation expense leaving a net profit on cash accounts of (\$74,477.61). For the year the district had taken in \$1,350,773.78 and expended \$1,284,752.25 of which \$249,999.96 was depreciation expense leaving a year-to-date cash profit of \$316,021.49.
7. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – – The manager reported no accidents violations or missed inspections within the previous period.  
  
The manager informed the board that Mr. Scott Campbell is Maine’s newest Class IV Water Treatment Operator, earning his new license that morning around 1000 hr. Trustee Climo and Trustee Gamage directed the manager to congratulate Mr. Campbell on behalf of the board.
8. **WATERSHED**– The manager informed the board that Ms. Mello had submitted comments concerning the comprehensive plan and comments by the YMCA to him which were still under review.
9. **TREATMENT PLANT** – The manager reported that Knickerbocker Lake withdrawals began 17 July 2014. As of 20 July 2014 the district had withdrawn 2.5893 MG for the previous week, using 2.5893MG for 2014, leaving a balance of 48.9107 MG potential withdrawal remaining for 2014. The district permit allows 51.5MG withdrawal during a normal calendar year.
10. **DISTRIBUTION** – The manager reported that since the previous meeting the district completed two seasonal water main extensions: **Greenleaf Lane**, Trevett, 840-feet, 2” HDPE seasonal; and **Wall Street**, East Boothbay, 360 feet, 2” HDPE seasonal. Both main extensions were reported to have been paid for, built to district and American Water Works Association (AWWA) specifications, pressure tested, disinfected, biologically cleared and were now in service. The manager recommended the board accept these mains. The board accepted the main.  
*Trustee Climo motioned, Trustee Reed second, vote unanimous*

The manager went on to report that since the previous meeting the focus remained on seasonal meter changes and GIS. However, in that time span, in addition to the two aforementioned water main extensions, the district had added another 7 new customers, completed a 5-Rivers fusing job in Wiscasset and responded to 20 DigSafe requests.

Lastly the manager reported the district was picking up the new utility truck the following day and as authorized, paying for the truck directly for the sum of \$53,038.00.

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

On 16 July 2014 the manager reported that he had met with Mr. Jim Lord P.E. and Mr. Tim Sawtelle, owner, Dirigo Engineering. The project was now broken down into three sub-projects instead of the previously reported two. These projects include the bulk of the piping as a project, the standpipe as a stand-alone with the third project being the water main to the access road, site prep and the water main to then tank. The site work/piping/road (Contract#1) and the standpipe (Contract #2) were reported ready to hit the street. The target for these two projects was putting them out to bid 1 August 2014 with an 8 September 2014 start date.

The manager reported that the dates for comments for the environmental permitting had passed without incident. Mr. Lord was cleaning up the loose ends on the remaining permitting.

The manager reported that he had made contact with Mr. David Winslow and will be meeting with him 25 July 2014 to work out the final details and secure the final easement for the project.

The manager concluded by stating additional geotechnical services were ordered at the new tank site at the request of Dirigo Engineering and DN Tank. These geological surveys were in-process and fully reimbursable to the district.

12. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** - The manager stated that the only remaining item for this project was authorization by the board to take the Dora Highland property easement by eminent domain, scheduled as new business.

13. **MWUA/MRWA BOD** – The manager informed the board of the MWUA Annual Clambake at Thomas Point Beach, Thursday, 14 August 2014 and requested a head count.

14. **FIVE RIVERS** – Nothing new to report.

15. **GIS** – The manager reported the year-round infrastructure on the west side of Boothbay Harbor was complete as was Route 27 into Boothbay Harbor. Wright-Pierce and district staff was now in-town with completion of the Boothbay Harbor Portion either late that week or early the following week. The manager then informed the board that the plan was to move into East Boothbay.

16. **MT PISGAH STANDPIPE PAINTING PROJECT** – The manager stated that the submission of plans had been delayed with the new target being the week of 14 July 2014. Bid documents were scheduled to go out in within two weeks.

17. **2007 EXTENDED CAB TRUCK DISPOSAL** – The board gave the manager authorization to negotiate the best price possible for the excess truck with the priority to get it out of district inventory.

18. **LAND ACQUISITION PROPOSAL** – The manager reported the following on two parallel land acquisition tracks.

Farrin Property – The manager reported he had not been back to see Mr. Farrin to get the background information the board has requested.

Hamrin Property - On 14 July 2014 the manager met with Mr. & Mrs. Hamrin who were now interested in selling off the backland which is still over district estimate. During the discussion I referenced the policy toolbox Chip Griffin wrote for us many years ago and asked if they would entertain any creative arrangements for future sale of the property. They agreed and seemed very interested in this concept. Chip Griffin was working on proposals to meet both parties' needs.

19. **EMINENT DOMAIN** – The manager requested the board approve the district take easements necessary to complete the Highland Park/Sophia Way Looping Project by eminent domain from Dora Highlands. Upon the advice of counsel, Mt. Dora Estates has significant encumbrances filed with Lincoln County, Maine that the only option for the district to hold clear title for an easement is to take the easement by eminent domain. The appraised value of the easement was \$4,750.00 which would be apportioned to those parties as prescribed by law. The board voted to take the easement by eminent domain.

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

20. **REPRIMAND OF MANAGER** – Trustee Higgins reprimanded the manager for not replying to an e-mail of the West Harbor Pond Association without affording the manager due-process or board concurrence.

21. The meeting was adjourned at 1950 hr.

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

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager