

24 February 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 FEBRUARY 2014**

The Board of Trustees convened at 1800 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Reed, Boothbay Harbor (Clerk); Trustee Climo, Southport; Trustee Marston, At-Large; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: Mr. Ryan Leighton, Boothbay Register. Absent: Trustee Lewis, Boothbay (Treasurer).

1. The minutes of the 13 January 2015 & 16 January 2015 (special) trustees meetings were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 13 January 2015, 20 January 2015, 27 January 2015 & 3 February 2015 were approved.
Trustee Climo motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 12 January 2015 through 23 January 2015 & 26 January 2015 through 6 February 2015 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
4. **FINANCIAL** – The manager reported that the district cash reserves and bank accounts were “solid” with the year-end already reported in the approved budget. The manager reported that he had not received bank statements as of yet and the January month-end Budget Performance Analysis was not due until the next meeting. The manager next informed the board that as to be expected for the period, the district’s cash-flow was low with the 1 February 2015 billing now released. That said the district’s cash performance was much better than in past years with the SWEEP Account and Checking Account not sinking lower than approximately \$80,000.00 combined. The February billing was reported to be \$299,317.14.

The manager next reported that on 9 February 2015 the district drew-down \$198,290.20 from its interim financing with *The First* which was reported to be in the SWEEP account ready to pay construction expenses related to the most recent payment request with pertaining to the *Southport Interconnection and Tank Replacement Project*.

5. **WATERSHED** – The manager reported Ms. Mello, Watershed Program Manager would be providing the board with a detailed report to the board at the 10 March 2015 meeting. .
6. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no injuries, violations or missed inspections during the previous period.
 - a. **Human Resources** – The manager informed the board that since the contract had been ratified Gaudet & Associates were working on applications for the Teamster insurance plan. The manager reported that communications with the new insurance carrier had been slow but the target date for switch over was 1 March.

- b. **Local Emergency Planning Commission (LEPC)** – the manager informed the board that on 11 February 2015 the district was hosting this month’s meeting of the LEPC. The board concurred that this was very positive for the district.

- 7. **TREATMENT DIVISION** - Finish water production over the previous ten-day period was reported to be well elevated in that, the district had been averaged 0.4629 MGD as compared to 0.2843 MGD in 2013. The increase in production had been narrowed down to the high pressure system (East Boothbay). The district had deployed correlators and listened on hydrants and all was quite. However, the manager reported that earlier that day staff found and corrected the problem (see 8. Distribution). Both aluminum sulfate and sodium hydroxide dosing levels were at near record low levels, the manager translated that into it was his evaluation that the raw water quality was excellent.

The raw water piping system was in the process of being repainted. Filter #2 was reported to be back in service after a two week maintenance cycle. Filter #1 was reported to be out of service for mid-level maintenance which was expected to be completed by weeks end.

The manager informed the board that he would be replacing the keypad on the administration building and adding an open vestibule for the conference room door which should allow for entry and eliminate the freezing issue. Depending on cost, the manager informed the board that he intended to do the same for the garage south door as well.

- 8. **DISTRIBUTION DIVISION (DD)** - The manager reported that over the previous three weeks DD personnel had been largely dedicated to snow removal and hydrant maintenance. Earlier that day the manager informed the board that the DD had identified a major leak off of Route 96 and Paradise Point Road being an eight-inch radial split on the ductile iron main in Route 27. Once corrected the water loss described above ceased.

The manager informed the board, as authorized under the approved budget, he had ordered and had received 300 radio read, 5/8” I-Pearl water meters which were to be deployed in the year-round accounts in East Boothbay. Upon completion of the change out that route would now be in compliance with EPA unfunded mandates as well as reducing reading time and efficiency.

The DD completed work as a sub-contractor to Hannaford upgrading the service to the store on Townsend Ave in Boothbay Harbor. All charges for that work were in process of recovery.

- 9. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** -

- A. **Contract #1 – Tank Site Prep, Road & Water Main** – Nothing new to report.
- B. **Contract #2 – Water Main Installation Project** – The manager provided the board with a copy of the *Minutes Southport Contracts #1 & #2, 29 January 2015 and Pay Request #5*.

The manager then described a problem with Fairpoint Communications who have intervened, after originally approving the district's plans and specifications, to disallow the district to lay the water main as planned in that they claim multiple communication cables of which they have permits for one and are unsure which are live. The manager informed the board that Bernstein Shur had been instructed to strongly advocate the district's displeasure with Fairpoint to Fairpoint's attorney as well as possibly file an emergency complaint with the Maine Public Utilities Commission in that in the districts eyes, Fairpoint violated utility location law. Fairpoint had agreed to put a diver down in the channel to locate their equipment. The manager reported that the district needs to have the waterline installed by 15 March 2015. The manager informed the board that every strategy to move this impasse was on the table.

- C. **Contract #3 – Tank Installation Project** – The original bid-opening for this project was scheduled for that morning for which the manager apologized to those trustees that showed up for not adequately informing them that the date had changed. The bid opening was reported to be scheduled for 27 February 2015 at 1100 hr.
10. **CAMPBELL STREET LOOPING PROJECT** - The manager reported that Reny Construction had been delinquent in supplying final numbers to Wright-Pierce making any further comment on status impractical.
11. **FIVE RIVERS** – Trustee's Reed and Pinkham commented on the trustee dinner of 21 January 2015 they attended along with the manager at the Kennebec Tavern in Bath, Maine, as going very well and being informative. The manager reported that the group was meeting to work on the GIS Standardization; Capacity Development Grant and discuss legislation. .
12. **GIS** –nothing new to report.
13. **LAND ACQUISITION PROPOSAL** –
1. **Farrin Property** – The manager reported that Mr. Farrin had contacted him pertaining to the district's proposal and would like to meet with the trustees directly to discuss. The manager stated to Mr. Farrin that he was more than welcome at any meeting and that the board would be happy to discuss land acquisition in executive session pursuant to 1. MRSA §405(6)(C).
 2. **Hamrin Property** - Nothing new to report
14. **FORESTRY PROJECT** – Nothing new to report.
15. **METER DOWNSIZE REQUEST (NISSENBAUM)** – The board approved Mr. Nissenbaum's request to downsize his meter located at 23 Eastern Avenue, Boothbay Harbor from a 3/4" to 5/8" meter.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous
16. **OLIVERS RESTAURANT** - The manager reported that upon review of the flooding incident of Oliver's Restaurant and liability was a "toss-up" and therefore recommended to the board, the district reimburses the proprietor \$2,806.67 in clean-up costs. The board concurred.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

17. The board went into executive session pursuant to 1 M.R.S.A. §405(6) A (personnel matters) at 1825 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous
18. The board came out of executive session at 1834 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous
19. The meeting was adjourned at 1834 hr.
Trustee Marston motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

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