

12 January 2016

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 22 DECEMBER 2015**

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 Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** None.

1. The board approved the minutes for 8 December 2015 without revision.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
2. The **Payroll** for weeks ending 8 December 2015 & 15 December 2015 were approved.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
3. The **Transactions** for 7 December 2015 through 18 December 2015 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
4. **FINANCIAL** – The manager provided the board with the following:
  - a. **Preliminary Water Rate Review** – The manager reported that the previous day he met with representatives of Maine Water Company (MWC) and had established a detailed plan as to what will be proposed. The following was his plan of action and milestones (POAM):
    - Begin the submission process to PUC for a formal title 6104 rate case wherein the request will be revenue neutral but will reallocate fire protection funds as described in my previous 8 December report;
    - Hold a public hearing in support of above;
    - GM to Prepare the *BRWD – System Assessment Report* and file with the PUC shortly after new year;
    - Trustees to adopt rate structure to allow system surcharges to allocate funding for capital improvement expenditures only following requirements of PUC Chapter 675;
    - Prepare WISC filing for PUC concurrently to begin to recoup debt service costs for SRF and USDA projects completed and put into service in 2015;
    - Enact Surcharge by April, not to exceed 3% of total revenue per PUC rules; and
    - Fully enact formal PUC 6104 municipal fire protection rate adjustment by June to meet the beginning of the municipal fiscal year deadlines.

- b. **2016 Budget Progress Report** – A required the manager presented the board his upcoming budget request entitled *Boothbay Region Water District Budget – 2016 DRAFT*. Trustee Climo began a detailed inquiry as to how the manager arrived at certain funding levels and methodology. The board requested several revisions to the proposal, to be disseminated to the board during the interim for their consideration at the 12 January 2016 meeting.

- 5. **NATURAL RESOURCES PROGRAM UPDATE** – The manager submitted the following report of the Natural Resources Program Manager (NRPM) describing program status as of 22 December 2015:

*Chapman property: Appraiser advised us that the only way to place a value on the business and subsequent easement is to use tax income information. Mr. Chapman does not have business tax info so we are at an impasse there. He offered to sell us the garage and its property for \$25,000; the appraisal for the two lots was \$140,000.*

*Hamrin Property. Have begun to work toward purchase and sale agreement*

*Farrin Property: Still waiting on Bruce Tindal for the appraisal.*

*Susan Mello  
Natural Resources Program Manager  
Boothbay Region Water District  
184 Adams Pond Road  
Boothbay, ME 04537*

- 6. **SAFETY & TRAINING UPDATE** – The manager reported no accidents, safety violations or missed inspections during the previous period. The manager then informed the board that district personnel were beginning work on meeting the requirements for the Maine Department of Labor, SHAPE Program. Annual safety training was reported to be in-process.

- c. **Human Resources** – Annual employee evaluations were completed 16 December 2015 in accordance with the labor contract.

- 7. **TREATMENT DIVISION (TD)** – The manager reported that clarifier and filter efficiency both remained at 100% with chemical additions remaining unchanged. Average flow was 0.3155 MGD as compared to 0.3086 MGD during the same period in 2014. Raw water quality exhibited excellent turbidity and seemed to be chemically stable.

Utilities technician, Weston Alley, continued his training and detail with the chief treatment plant operator (CTPO) reporting excellent skills progression. The manager then informed the board that the TD was concentrating on various process and non-process meter maintenance and training in laboratory practices and operations.

All system bleeders were monitored and all were reported to have an acceptable disinfectant residual. The distribution system was now bleeding 70,956 gallons per day which was being recorded as process water. The manager stated that there was excellent water quality throughout the distribution system.

8. **DISTRIBUTION DIVISION (DD)** – The manager informed the board that the bonus of good weather was being fully taken advantage of with regard to DD operations. The backlog of service repairs had all been completed with the exception of one deferred to spring as to extreme difficulty. In addition the DD had completed a myriad of seasonal repairs and upgrades, most notably the installation of a new feed line routed under Route 27 to the *Railway Village*. In addition, new valve assemblies and blow-offs, system wide are being added to the seasonal distribution system and recorded on the districts GIS system. The manager stressed that as soon as the weather became seasonal, the DD would then come inside and repair equipment for the 2016 summer season and if the budget was confirmed, launch *Phase II Meter Upgrades* in conjunction with the admin division.

The manager then informed the board that the John Deere tractor had developed a leakage problem within the valve body controlling the left-rear outrigger, required for the proper and safe operation of the back hoe as well as creating a safety hazard during transport. In addition a dramatic reduction in power was also reported to the board due to unknown circumstances. Due to these problems the manager informed the board that he had authorized the piece of equipment delivered for repair in Bangor which was completed on 18 December 2015, by contract with Reny Construction, with a report diagnosing the issues due 23 December 2015 and a fleet delivery date very early 2016. In the meantime the manager stated that the district would either borrow from other municipalities or contract out backhoe operations if needed.

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

**Contract #3 – Tank Installation Project** – The security fence was reported complete, with the project, with the exception of the final painting already advised to board, complete. At that point vice-chairman Gamage and trustee Climo instructed the manager to install barriers adjacent to the gate on Sawyers Pond Road extension to stop unknown individuals from driving around the gate for unknown purposes.

10. **5 RIVERS REGIONAL WATER COUNCIL** – Wright- Pierce has completed data gathering with efforts to resume shortly after the new-year.
11. **GIS PROJECT**- Complete and in maintenance mode.
12. **PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** – The manager reported that the project was moving forward with no specific milestones reached. The manager stated that the project would pick up in earnest shortly after the New Year holiday.
13. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Nothing new to report.
14. **SYSTEM CONSOLIDATION GRANT AVAILABILITY** – The manager reported that he had been encouraged by state officials to apply for a system consolidation grant, a program designed to combine public water systems (PWS) to improve public health and amalgamate small or troubled public water systems into larger, more efficient entities. The manager went on to report that the state felt Southport Central School was a PWS that the state of Maine was very interested in combining into the water district. The manager then informed the board that available to the district was a 75% grant of up to \$100,000.00 to provide sufficient incentive to make this connection through the renewal of water main from seasonal to year-round, west along Route 27 from Cross Road to the General Store/School. This project, if the board elected to move forward, would be handled as a state revolving fund (SRF) FORCE Account project with 10% of the project cost being comprised of district personnel labor, already compliant with Davis-Bacon Wage rates.

The manager recommended, given the circumstances outlined above, the district should apply and secure funding for this project, move the Village project up the district's capital improvement list, and execute the project within one-year of award. Applying for the grant will be of modest costs with funding originating in the engineering line item of the draft budget as submitted. The board instructed the manager to move forward and to keep the board informed as situations changed.

15. The board went into executive session pursuant to 13 M RSA §405 6 [A] *Personnel Matters* at 1851 hr.

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

16. The board came out of executive session at 1918 hr.

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

17. The board approved a 3.0% increase in salary for the manager as well as a \$500.00 bonus.

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

18. The meeting was adjourned at 1919 hr.

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

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager

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