

9 February 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 JANUARY 2016**

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 Marston, At-Large; Trustee Climo, Southport; Jonathan Ziegra, Manager. **Guest:** Sue Mello, Natural Resources Program Manager (NRPM). **Absent:** Trustee Lewis, Boothbay (Treasurer); Trustee Higgins, Boothbay.

1. The board approved the minutes for 12 January 2016 without revision.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 12 January 2016 & 19 January 2016 were approved.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
3. The **Transactions** for 11 January 2016 through 22 January 2016 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** – The manager provided the board with the following update:
 - a. **Preliminary Water Rate Review** – The manager anticipated the System Infrastructure Assessment would be posted on the Maine Public Utilities Commission (PUC) Website by weeks end.
 - b. **SRF Bond Bank Application** – The manager reported the bond application had been launched. It was unclear whether or not the Maine Bond Bank would take up this request at its 2 February 2016 meeting or on the 18 March 2016 meeting, but either worked fine for the *Plummer Road/Nickerson Road Water Main Looping Project*.
5. **NATURAL RESOURCES PROGRAM UPDATE** – The NRPM provided the following report:

January 26, 2016 Watershed report.

1) Hamrin property. Received official notice of MNRCP grant award on 1/6/16; here is the tentative schedule for the project. PR submitted to newspapers.

Activity	Estimated date of completion
<i>Property survey</i>	<i>1/31/16</i>
<i>Complete property purchase</i>	<i>5/31/16</i>
<i>Sign and record conservation easement</i>	<i>7/1/16</i>
<i>Restoration Work Plan</i>	<i>5/31/16</i>
<i>Permitting</i>	<i>6/30/16</i>
<i>Restore stream; install erosion BMPs</i>	<i>8/31/16</i>
<i>Restoration monitoring</i>	<i>1st year complete 10/31/16; then annually</i>
<i>Long-term Management Plan</i>	<i>12/31/16</i>

2) Have almost completed summarizing water quality data for both lakes. Expect to complete report in next month and will use information to revise water quality sampling program as needed, in coordination with DEP and whoever else can help us.

3) Boothbay selectmen have reviewed the modified BRWD/Town contract pending review by their attorney. Here is copy of draft contract.

I continue to work with the town on Clifford playground plans and with the planning board. Boothbay approved the comprehensive plan so there will be a major revision of town ordinances, including watershed protection ordinances, in which we will be heavily involved.

4) Submitted a reimbursement request to the state Drinking Water Program for reimbursement of \$6,847 for lake friendly grant program. Breakdown of expenses is here:

State has granted us an extension so we can carry the remaining \$3,153 in grant dollars over to next summer. We will be applying for another DWP grant in March 2016.

5) Executive session pursuant to Sec 405 (6) C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency to discuss Farrin property and Chapman. Farrin appraisals attached.

Susan Mello
Natural Resources Program Manager

The manager and the NRPM concluded the report with a discussion concerning total organic carbon loading in the

6. **SAFETY & TRAINING UPDATE** – The SHAPE Process was reported to be in full-swing. The manager reported he had met with Greg Kidd the previous week and provided him with all of the historical data necessary. The manager then informed the board that Mr. Kidd had met with Maine Department of Labor (DOL) officials and to determine a date and time for the inspection. As of completion of 2015 per OSHA Form 300A the district had zero injuries per 23,100 labor-hours
 - c. **Human Resources** – Nothing new to report
 - d. **Operator Training** – Scheduling in process

7. **TREATMENT DIVISION (TD)** – The manager reported that clarifier and filter efficiency was at 91% and 83% respectively with an increase in aluminum sulfate dosing rates. In general the water quality is good but ice-in was late this year, occurring 19 January 2016, which has had a negative effect on water quality. The reduced efficiency of the filters and clarifiers was due in part to water quality but also was a result of recent maintenance cycles and the restoration of a biological filtering layer on the filter media surfaces. The manager anticipated that full efficiency production will be reported at the next meeting.

Average flow remained static at 0.3202 MGD as compared to 0.3153 MGD during the same period in 2014. The manager explained now that Adams Pond was iced in the raw water pH was beginning to drop requiring an increase in sodium hydroxide additions. This is normal for this time of year.

All bleeders were monitored the previous day and all have a legal chlorine residual. The system was now bleeding 70,956 gallons per day being recorded as process water with excellent water quality throughout the system.

Treatment unit maintenance as complete with the addition of 60 ft³ of new filter media added to the filter units as of 22 January 2015.

Annual generator maintenance was reported complete with all emergency back-up generators found in excellent condition.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that winter operations continue. Since the previous meeting the DD had responded to 81 DigSafe mark outs requiring close to 8 man-days to complete. Virtually all of the requests had come from CMP and the manager suspected misuse of the DigSafe system. The manager informed the board that he had filed a complaint with CMP which has resulted in zero new requests. If all of the work CMP has ordered is not completed within 30-days, the district will be filing a report with the Maine Public Utilities Commission for resolution.
9. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – The manager informed the board that this was the final report necessary for the project. The final pay request consisting of retainage owed E.M. Wood and various other contractors had been ordered with funds already released by the United States Department of Agriculture (USDA) and final payment to show on the 9 February 2016 warrant.
10. **5 RIVERS REGIONAL WATER COUNCIL** – The preliminary regional study had been received and it was reported to be very rough. The manager stated it was an interesting read and that he would send it along to those that are interested but he cautioned there were many errors. He had already submitted a revision with regard to the information pertaining to the BRWD.
11. **GIS PROJECT**- Complete and in maintenance mode.
12. **PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** – Please see 19 **FINANCIAL**, **SRF Bond Bank Application**, for current status on project funding. The manager reported that he had ordered additional ledge probes prior to final release of the plans due to placement of the water main by the engineer. A mid-February bid release was still on track with a mid-March bid opening.

13. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Nothing new to report.
14. **SYSTEM CONSOLIDATION GRANT AVAILABILITY** – Dirigo Engineering was to be on-site later that week to discuss and develop a plan of action and milestones (POAM).
15. **HIGH LEDGE SUBDIVISION** – The manager reported he had met with Geoff Smith on 15 January 2016. Mr. Smith would be taking the original approved plans to E.M. Wood Construction and N. Reny Construction for bids to affect a water main extension.
16. **LINEKIN BAY RESORTS** – Nothing new to report
17. **BIGELOW LABORATORY WATER MAIN EXTENSION** – Nothing new to report
18. The board voted to go into executive session pursuant to Title 1 MRSA, Ch. 13, [1] §405.(6.)C. – Real Estate, at 1837 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous
19. The board came out of executive session at 1903 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous
20. The meeting was adjourned at 1904 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

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