

28 February 2017

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 14 FEBRUARY 2017**

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:** Ms. Sue Mello, Natural Resource Program Manager (NRPM); Mr. Kevin Anthony, Boothbay; Mr. Joe Paolillo, Spruce Point Inn. **Absent:** None.

1. The board approved the minutes for 24 January 2017 without revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 24 January 2017, 31 January 2017 & 7 February 2017 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 23 January 2017 through 10 February 2017 were approved
Trustee Gamage motioned, Trustee Climo second, vote unanimous
4. **FINANCIAL** – The manager explained to the board that he had no budget summary report prepared due to backlog at Osman-Page in preparation for the 2016 audit and numerous work outages due to recent weather conditions.
 - a. **2016 Audit** – The manager informed the board that the annual audit would begin on Tuesday, 21 February 2017 to be performed by Haverlock, Etsey & Curran LLC. Staff had been preparing for the audit and would do so through this upcoming weekend.
5. **NATURAL RESOURCES PROGRAM** – The following report is provided to the trustees by NRPM: The NRPM informed the board the current status of the Coastal Maine Botanical Gardens (CMBG) and their plans for locating the discharge for waste water effluent within the watershed of Knickerbocker Lake. The NRPM's report reiterated the stance of the CMBG to make absolutely no compromise to their plan whatever the environmental cost. The NRPM outlined the district's attempt for a "motion to stay" which was heard in Sagadahoc Superior Court on 3 February 2016 wherein the district was unsuccessful in getting the court to order the CMBG to cease construction activities.

The manager relayed several conversations he had had with concerned local citizens with regard to the upcoming Board of Appeals hearing scheduled for 28 February 2016 wherein the manager stated he was ready to ask the board to cease any further actions against the CMBG. However the district had fielded many calls to keep up the pressure on the CMBG in hopes that they would finally be socially responsible as well as Verrill & Dana offering to move forward with the appeal pro-bono with they only being compensated should the district prevail at the Appeals Board hearing. The board ordered the manager to get in writing the terms of Verrill & Dana's offer and distribute them to the board via e-mail.

Mr. Anthony asked the board to stay in the appeal as well and discussion amongst him and the board concerning the citizenship of the CMBG, the project, and possible violations with regard to the existing permit wherein the CMBG could lose its construction permit. After lengthy discussion the board did not change course with regard to its previous position committing the district to see this matter through the Appeals process.

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
 - a. **Human Resources** – The manager reported the flu was starting to run rampant with two employees out for the count. Secondly the manager had not informed the union for any sort of negotiation start but would accept the 120-day notice by the next trustee meeting.
 - b. **Training Update** – On 31 January 2017 Mr. Greg Kidd completed the mandatory safety training, picking up the stragglers and wounded from classes they missed. The entire staff attended at least one of the three days of the annual winter conference of the Maine Water Utilities Association, grabbing needed training credit hours.
7. **TREATMENT DIVISION (TD)** – The manager reported that filter efficiency had dropped to 94% while clarifier efficiency remained at 100%. Chemical additions remained stable since the previous report.

Average flow for the previous period as compared to 2016 had dropped out for this time of year at 0.2947 MGD as compared to 0.3277 MGD during the same period in 2016.

Work by the TD on developing formal SOP's remained ongoing with positive progress being made.

Bleeders remained in use.

The manager reported the district was waiting for a date for the efficiency testing for the district's six vertical turbines used for the treatment plant.

This winter's corrosion control evolutions for Filter Unit #2 had been completed. The filter was put back into service 6 February 2017 after it was tested and evaluated. On 8 February 2017 Filter Unit #1 was taken out of service with only the upper screens and their supports so far removed from Clarifier #1. Available manpower for this project has been hampered by excessive snow, requiring labor to maintain hydrants as well as off work injuries and illness affecting available manpower.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that since the previous meeting the DD had concentrated on whiteboard projects and was already deep into Phase III meter replacement program concentrating on the downtown of Boothbay Harbor. In addition the excessive snow experienced in the region had diverted much manpower with snow removal of not only district roadways but all of the regions hydrants.

Ms. Kitty Hartford filed a complaint with the district concerning rust in the water at her home at the end of the Meadow Cove Road year-round water main in East Boothbay. The manager reminded the board that this section of water main had very low flow and the water main to her home was not updated as part of the 2010 renewal project. To temporarily solve the problem the

DD installed a bleeder with the intention of adding the final 500-foot renewal of the water main on Meadow Cove Road to the Barlow Hill Water Main Replacement project scheduled for summer 2020.

- a. **Thompson Standpipe Storage Building** – Nothing new to report, building permit in-process.

New Building Status Report –Nothing new to report

9. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report.
10. **LAND ACQUISITION UPDATE** – See Natural Resources.
11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** –The manager provided the board a memorandum issued by Mr. Dan Flaig P.E. concerning the status of the project.

Jon,

On the 18th, I received the attached pump skid scope from the supplier, which I forwarded to Knickerbocker Group once I confirmed that the equipment matched the District's spec. They included the skid package cost in the overall cost associated with this phase of the project. Attached is a copy of the technical specs included by the supplier. In summary the equipment includes:

- *Goulds pumps*
- *Siemens instruments per District standard. We coordinated specs with Sullivan Associates*
- *Toshiba Drives and Allen Bradley PLC. The programmer is customizing the skid programming to work with this hardware package*
- *Stainless Steel Control panel enclosure to include all controls and drives.*
- *Skid frame all stainless steel construction.*

EII will supply the PRV control panel and complete integration work and SCADA updates for the project.

I talked with Knickerbocker Group on Monday and they said they are finalizing details of the construction scope. They are planning to set up a preconstruction coordination meeting soon. They thought this would take place in a couple of weeks and would invite myself and the District.

I believe the plan is to start construction in March or April. I'm assuming construction on the station will start in parallel with the Tennis Pavilion and be ready for startup toward the end of the summer.

Dan

In addition the district received word from Sebago Technics (ST) concerning district infrastructure in the vicinity of the proposed roundabout. Apparently ST designed their drainage system in such a way that it collided with existing district water mains and informed the district that it needed to relocate them. Dirigo Engineering respectfully informed ST that the district had committed to moving a hydrant and supporting the construction lowering and raising our gate boxes only. Per no official DOT mandate, Mr. Jim Lord P.E. reiterated to Sebago Technics that they could either redesign their drainage or move our equipment, under district direction, at their cost. As of the meeting the manager expected ST to adjust district equipment, at their cost, under district direction.

12. **COASTAL MAINE BOTANICAL GARDENS (CMBG)** – See Natural Resources;

13. The meeting was adjourned at 1855 hr.

Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager