

27 April 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 13 APRIL 2004

**MINUTES FOR 13 APRIL 2004 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES WORKSHOP AND CONSTRUCTION MEETING**

The Board of Trustees convened at 1300 hrs. In attendance: Trustee Pinkham (Vice Chair), Trustee Curtis, Administrative Manager Bob Raudenbush, Manager Jon "Ziggy" Ziegra, Guest: Ms. Susan Breau, Maine Rural Water Association Absent: Trustee Crawford and Trustee McNelis.

1. Trustee Pinkham called the meeting to order at 1300 hr. Because a quorum did not exist, Trustee Pinkham declared the meeting a workshop.
2. The Manager and Distribution Foreman provided the trustees an update on the status of the Squirrel Island main. It was described the main had been reported damaged and an inspection had been completed by Fuller Marine Inc. The Manager reported he had authorized Fuller Marine Inc. to temporarily repair the main. Trustee Pinkham directed the Manager to place a more permanent solution on the agenda for the first trustee meeting in October and contact the Squirrel Island Association to discuss possible cost sharing.
3. The trustees recognized Ms. Susan Breau, Maine Rural Water Association, who presented the board a description of her services including the drafting of watershed management plan and working on behalf of the district in securing grant money for the installation of guardrails along Route 27. This presentation was well received and she was asked to return the second meeting in May for the benefit of the new trustees. Because her services were low cost and previously budgeted, Trustee Pinkham authorized Ms. Breau to prepare a watershed management plan required for the district and work on the district's behalf in negotiations with the Department of Transportation.
4. The Manager had nothing new to report concerning the Knickerbocker Lake Intake project.
5. Trustee Curtis reported on the status of the Watershed Protection ordinances currently under consideration by the Town of Boothbay. He reported he would be presenting an overview of the proposed ordinances to the Boothbay Harbor Board of Selectmen 22 April 2004 and directed the Manager to assist.
6. The Manager reported the consumer confidence reports (CCR) had been completed and would be distributed to the district's customers during the next three billing cycles. All available volunteers were asked to help stuff envelopes with the largest being the April seasonal billing.

7. The Administrative Manager (AM) presented the board with the quarterly budget update. The AM reported “overall the budget is on track with some higher than normal expenses in wages and related benefits due to freeze ups in January and February.” He went on “the first quarter is running 9% under budget”. Finally the upcoming debt payments were described through June totaling \$118,406.16. A hard copy of this report was handed out with Trustee Curtis reserving further discussion until the 27 April 2004 meeting.
8. The Manager reported the Boothbay Harbor Yacht Club had appealed the district’s abatement to the Public Utilities Commission (PUC). The bill was now in dispute and service to the Yacht Club would be established for the 2004 season. The Manager stated he was preparing a response to the PUC letter, which to be submitted by 19 April 2004.
9. The Manager reported he had been in contact with Mr. Bruce Tindal, Tindal and Callahan Real Estate, discussing the resale of the Clifford House. The Manager reported he and Mr. Tindal would be meeting on 14 April 2004 to discuss the sale. Trustee Curtis instructed the Manager to report on this meeting at the 27 April 2004 meeting.
10. The AM reported CC-Net had not responded to the court on the district’s petition to remove the Mt. Pisgah antennae. It was reported a judge would rule within the next “few weeks” authorizing the district to remove all CC-Net equipment.
11. The Customer Service Representative (CSR) was asked to brief the board on the status of bill collection from Ms. Lucinda Witt for the amount \$805.55 for past due amounts and legal fees. It was reported that all avenues for settling this bill had been explored with no success. The CSR stated she would be in small claims court on 23 April 2004 seeking a judgment unless the bill was settled prior.
12. Trustee Pinkham adjourned the workshop at 1407 hr.
13. Trustee Pinkham called the April construction meeting for the Kenniston Hill Reservoir/East Boothbay Interconnection project to order at 1408 hr.
14. The following personnel were in attendance

Name	Representing
Andy Begin	Wright-Pierce
Dave Driscoll	Wright-Pierce
Jeff Preble	Wright-Pierce
Jon Ziegra	BBRWD
Eric Kelley	BBRWD
Bob Raudenbush	BBRWD
Law Curtis	BBRWD
Harry Pinkham	BBRWD
Conrad McAllister	USDA Rural Development
Tom Macmillan	S.E. Macmillan
Tom Sturgeon	Harry C. Crooker & Sons
Randall Barrows	Maine DOT
Chip Swan	Maine DOT

15. The following items were discussed.

16. Work Completed

Contract 1 - Kenniston Hill Reservoir

Clearing Grubbing has been completed at the project site. The access road has been roughed in. Approximately 75% of the site has been stripped of topsoil and stockpiled. Erosion Control measures is being implemented at the entrance to the project site.

To date, work not billed, 2 blasting crews have been working their way up the access road to facilitate the water main installation. Crooker's crews have installed nearly 500 feet of 12-inch D.I. pipe, while crushing ledge blasting along the way to reuse for road base and backfill.

Contract 2 - East Boothbay Interconnection and Booster Pump Station

S.E. MacMillan is in the process of mobilizing. Job Trailers have not arrived on site yet. The Route 27 work has recently started within the last couple of weeks. All the temporary water main is in place, tested, disinfected with services connected for the Route 27 portion. Pavement above the existing 8-inch water main has been removed for the entire length of Route 27 and the Adams Pond Road location near the Chamber of Commerce. Approximately 150 feet of 8-inch cast iron water main has been removed and replaced with new 12-inch ductile iron starting at Big Al's Storage on the northern portion of the project site.

Shop Drawings

Contract 1 - Kenniston Hill Reservoir

Currently most of the shop drawings for buried infrastructure (i.e. pipe, fittings, valves, etc.) have been submitted, reviewed and accepted. Shop drawings for the pre-stressed concrete tank are currently under review.

Contract 2 - East Boothbay Interconnection and Booster Pump Station

Currently most of the shop drawings for buried infrastructure (i.e. pipe, fittings, valves, etc.) have been submitted, reviewed and accepted. The PRV valves at both sites have been accepted. Foundations and concrete submittals are still in the review stages. Shops are also being received on miscellaneous items dealing with the pumping station and PRV locations.

Payment Requisitions

Payment Application No. 1 has been received and processed, construction budgets are as follows:

	This Period	Total To Date	Balance to Completion
Contract 1 - Kenniston Hill Reservoir	\$35,891.00	\$35,891.00	\$829,947.00
Contract 2 - EBB Interconnection & BPS	\$0	\$0	\$1,978,777.77

Pay Req. No. 2 due by May 3, 2004. Need to review with Dave Driscoll prior to submitting to W-P.

A. Future Work

Contract 1 - Kenniston Hill Reservoir

Everything is on schedule, Crooker to continue laying water main and blasting at the tank site. The tank site should be ready for tank construction by the end of the month.

Contract 2 - East Boothbay Interconnection and Booster Pump Station

The primary focus is the Route 27 work. S.E. MacMillan will work two crews on Route 27 installing Water Main and Constructing the Adams Pond Road PRV station. All service connections and Paving to be completed by June 1, 2004 for this work. Crews will not work on Country Club or Beath Road until Route 27 is cleaned up.

Miscellaneous Comments

Contract 1 - Kenniston Hill Reservoir

An incident report has been filed for damage due to blasting activities. It was also stated that the silt fence and erosion control measures need to be tightened up at the access road entrance.

Contract 2 - East Boothbay Interconnection and Booster Pump Station

A shipment of Atlantic Pipe was delivered to the project site. An Atlantic Pipe Quality Control officer visited the site and inspected the pipe. He told Dave Driscoll and Eric Kelley to inspect and reject the ones that they found unsatisfactory. Approximately 15 lengths of pipe will be sent back to the factory at no cost to the district. In addition a five-year warranty has been provided for the pipe supplied by Atlantic Pipe.

It is also critical that the schedule is met for the June 1, 2004 deadline. The Chamber of Commerce site and the Town Common area are key spots to complete work in a timely manor.

Eric Kelley mentioned cross connections between the high pressure and low-pressure zone. Wright-Pierce will find places to cut and cap existing mains to separate these zones.

17. The construction meeting was adjourned at 1325 hr.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager