

22 September 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER  
DISTRICT MEETING 8 SEPTEMBER 2004

**MINUTES FOR 8 SEPTEMBER 2004 BOOTHBAY REGION WATER DISTRICT BOARD  
OF TRUSTEES MEETING**

The Board of Trustees convened at 1600 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, Trustee McNelis, Trustee Curtis, Manager Jon “Ziggy” Ziegler. Guest: None. Absent: Trustee Carter, Administrative Manager (AM) Bob Raudenbush

1. Trustee Pinkham called the meeting to order at 1600 hr.
2. The minutes of the 25 August 2004 meeting were approved.  
*Trustee Curtis motioned, Trustee McNelis second, vote: unanimous*
3. The Board approved warrants 50, 51 & 52  
*Trustee McNelis motioned, Trustee MacPhee second, vote: unanimous*
4. The manager reported he had no new information concerning the upcoming rate case. Trustee Curtis inquired if the Public Utilities Commission was not present at the 26 August 2004 public hearing were the provisions for the rate case made. The manager was instructed to contact Mr. Gordon Labay and ensure the rate case was on schedule.
5. The manager reported on the status of the Kenniston Hill Standpipe/East Boothbay Interconnection project. It was reported the Kenniston Hill tank had been filled the previous week and failed the leak test, leaking more than 10,000 gallons per day. The tank was then dewatered and it was found that the concrete to steel joints within the tank had not been grouted per specification the required repairs were made with a retest scheduled for 9/10 September 2004. The manager went on to report that the electronic/SCADA work was ongoing and the final major piece to completing the project.

The manager reported that Mr. Al Cohen (a.k.a. “Big Al”) had visited the district on 31 August 2004 threatening lawsuits on the contractor (Macmillan), the district, the board of trustees and the manager personally. His problem was with repaving his storage business on Rt. 27. The manager reported he had resolved the problem and contacted the district’s attorney.

The manager went on to report the bulk of Macmillan’s force had left town. Most work left on Contract 1 and 2 revolved around electrical, SCADA, paving and security work sub contractors. Trustee Pinkham inquired if the district had received permission for the pressure-reducing valve that needs to be installed on Lakeside Drive. The manager said that effort was in progress.

6. The manager reported on land liquidation efforts. He reported the Ocean Point property was now ready to be closed on and would be within two weeks. The manager then reported the Clifford House sale was still on track with a closing date of early October.
7. The manager reported no change in status with the Knickerbocker Intake project.
8. It was reported the agreement with the Town of Boothbay was still in process at attorney Geoff Hole's office. Trustee Pinkham stated once the revised draft was returned the district board meet with the board of selectmen a resolve any issues.
9. The manager reported the current legislative effort to change the district's charter was still on-track.
10. The manager reported the district had received confirmation from the Maine Emergency Management Agency that it had been awarded a \$10,800.00 grant for the installation of a security fence around the West Harbor Standpipe. The manager went on to report he had been in contact with Ms. Misty Green, Lincoln County EMA, and she relayed that construction could ensue at any time with the district submitting any invoices for reimbursement.
11. The manager reported he had received no further comment from the Boothbay Chamber of Commerce (COC) concerning their previous complaint. It was also reported that Central Maine Power had installed the meter, which now limited any action the district may take.
12. The manager reported no change in status for the Squirrel Island water main.
13. The manager reported he had met with the Knox-Lincoln Soil and Water Conservation District in regards to completing the bank stabilization project in Adams Pond. A tentative date for late September/early October was set. Coordination with Boothbay and Boothbay Harbor remained.
14. It was reported the district had received a copy of the easements for the water main on Grand View Avenue, Boothbay Harbor to the Squirrel Island main including the Maude property. The issue with Mrs. Maude was reported resolved.
15. The manager reported the first watershed management plan meeting had been completed 30 August 2004 with Marian Anderson, CEO Boothbay; Chris Higgins, Superintendent, Boothbay Harbor Sewer District; Susan Breau, Maine Rural Water Association, the AM and the manager. During the meeting the group discussed the new assistant CEO position and assisted the CEO with developing a work plan. Additionally, the expansion of sewer was discussed as a priority. Ms. Breau stated she would assist the district in formulating a watershed emergency plan that would be required by the state. Lastly, it was reported the group was still working a DOT directive for guardrails along Adams Pond on Rt. 27.
16. The manager reported the PUC had ruled in the district's favor concerning the dispute with the Boothbay Harbor Yacht Club (BHYC). It was further reported the BHYC had requested the bill in question.
17. The manager presented a plan for the Wiener development on Townsend Gut. He reported that water main had been installed in the early 1990's but he believed the district had not accepted it. This was informational in that the property had just been sold and development would commence within the year.

18. The board approved Trustee MacPhee and Trustee Carter be issued Platinum Plus credit cards to be used for district purposes.  
*Trustee McNelis motioned, Trustee Curtis second, vote: unanimous*
19. The board approved a proposal for the Boothbay Harbor Sewer District and the Boothbay Region Water District assist the town of Boothbay in securing grant funds to run water and sewer north in and along Rt. 27.
20. The meeting was adjourned at 1630 hr.  
*Trustee MacPhee motioned, Trustee McNelis second, vote: unanimous*

**21. CONSTRUCTION MEETING MINUTES**

22. The following are the items discussed at the 14 September 2004 progress meeting held at the Boothbay Region Water District Office at 1400 hr. Prior to the meeting most attendees briefly visited the project site.

**Attendees:**

<b>Name</b>	<b>Representing</b>
Andy Begin	Wright-Pierce
Dave Driscoll	Wright-Pierce
Jeff Preble	Wright-Pierce
Eric Kelley	BBRWD
Harry Pinkham	BBRWD
Conrad McAllister	USDA Rural Development
Keith Casey	S.E. MacMillan

**Work Completed**

Contract 1 - Kenniston Hill Reservoir

All tank work is complete. Tank filling and disinfection occurred on September 1, 2004, and a loss of water was noticed on September 4 & 5. The tank was then drained to investigate the source of the leak. The leak was found at the box-out for the drain piping, epoxy was never applied to seal the drainpipe area. The drain was repaired on September 9, and tank refilled on September 10. It was determined the leak was fixed. The electricians are installing conduit and Crooker is performing final grading around tank and parking area, should be done by September 16<sup>th</sup>. CMP will be scheduled after electricians are done.

Contract 2 - East Boothbay Interconnection and Booster Pump Station

All paving is complete with the exception of Beath Road, Big Als and the Booster PS. All machine paving done by Mariners, most hand work done by MacMillan. Site restoration is 99% complete. Work remaining at the Booster pumping station: Work on outside vaporizer, generator exhaust and hood, hot & cold water supply to vaporizer, Onan Generator wiring, fire and security system panels (note Owner was questioning using a different security interface or maybe change procedure for security notification), performance test pumps, startup of PRVs, load test generator, final coat of paint inside station, paint piping, hose bib, minor trim work, seal concrete floor

## Payment Requisitions

Rural Development Payment Application No. 6 has been received and processed, construction budgets are as follows:

	This Period	Total To Date	Balance to Completion	Percent Complete
Contract 1 - Kenniston Hill Reservoir	\$14,895.37	\$730,556.16	\$135,281.84	89%
Contract 2 - EBB Interconnection & BPS	\$328,565.58	\$1,775,031.35	\$203,746.42	94%

Pay Req. No. 7 due by October 5, 2004. Need to review quantities with Dave Driscoll prior to submitting to W-P. The next pay request will also utilize grant funds from Rural Development.

W-P presented an update on the status of the contingency fund to determine if the Murray Hill work can be incorporated into the project. At this point in the project it appears there is enough funds to complete this project.

Lien Waivers are necessary for previous month's work.

### A. Future Work

#### Contract 1 - Kenniston Hill Reservoir

Tank backfilling will be finishing up this week along with the buried electrical. Layout of the new security fence has been completed, and the fencing should be installed later this month.

#### Contract 2 - East Boothbay Interconnection and Booster Pump Station

Instrumentation/Electrical is the last major item remaining to be completed. Remote sites need to be upgraded and tied into the plant as well as SCADA programming for the booster station. Installation and wiring of the fire/security panels is still remaining. The telemetry tower remains at the plant; this is scheduled for the next two weeks. It is anticipated, based on work remaining, that EII will be finishing up in mid October.

### Coordination

MacMillan needs to schedule performance testing, training, and startup of the following systems: Generator, PRVs, Pumps, Instrumentation/SCADA, fire alarm, and security system. MacMillan shall give Wright-Pierce a 2-day notice of these activities. Engineer and the District shall be present for startup and training.

### Change Orders

- Contract 1 - Kenniston Hill
  - Change Order No. 1 - Painting of interior piping - \$600, to be sent to Preload for final signatures and distribution.
  - A final quantity balancing change order will be prepared which will also extend the substantial completion date to August 13, 2004.

- Contract 2 - East Boothbay Interconnection & Booster Pump Station  
Change Order No. 1 - Sent to MacMillan for final Execution
  - Beath Road 8-inch tapping sleeve and valve, retaining wall - \$14,361.74
  - Adams Pond Road/Pumping Station driveway, 12-inch insertion valve - \$12,862.84.
  - Stump removal at Booster Station Site - \$1,305.70.
  - Lakeside Drive PRV - Pending Contractor Pricing
    - Consists of 2-inch PRV - Hot Box Structure
  - Covered by Pay Items - Yard Piping and paving at booster pumping station, requested amount by SE MacMillan \$9,383. (Pending Resident Engineer Review)
  - Items not covered - Items 1 & 3 of SE MacMillan Letter Dated Sept. 7, 2004.

### Miscellaneous Comments

Rural Development mentioned As-builts. The contractors shall start assembling these packages to submit to Wright-Pierce.

Dave Driscoll is tracking complaints with Contract 2; MacMillan is working on the list. So far a total of 16 complaints have been logged and the largest claim is worth about \$800 of lost revenue at the pet store on Rt. 27.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager

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