

8 August 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER  
DISTRICT MEETING 25 JULY 2006

**MINUTES FOR 25 JULY 2006 BOOTHBAY REGION WATER DISTRICT BOARD OF  
TRUSTEES MEETING**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee Marston, Administrative Manager (AM) Bob Raudenbush and Manager Jon "Ziggy" Ziegra. Guest: Mr. Robert Slocum, Maine Municipal Association; Mr. Sewell Maddocks, Boothbay; Mr. Jeff Preble, Wright-Pierce Engineering; Mr. Carlo Pilgrim, Town Manager, Boothbay Harbor; Mr. Jody Lewis, Public Works Director, Boothbay Harbor; Mr. Dabney Lewis, Code Enforcement Officer, Boothbay Harbor; Mr. Chris Higgins, Superintendent, Boothbay Harbor Sewer District. Absent: Trustee Carter (Clerk), Trustee Curtis (Treasurer).

1. The following is a summary of the items discussed at the 25 July 2006 progress meeting held at the Boothbay Region Water District Office at 1300 hr.

**Attendees:**

<b>Name</b>	<b>Representing</b>
Mr. Jeff Preble	Wright-Pierce (W-P)
Mr. Harry Pinkham	Boothbay Region Water District (BBRWD)
Mr. Skip McPhee	BBRWD
Mr. Robert Raudenbush	BBRWD
Mr. Jonathan Ziegra	BBRWD
Mr. Ken Marston	BBRWD
Mr. Conrad McAllister	USDA Rural Development
Mr. Alton "Swede" Wedberg	USDA Rural Development
Mr. Mark McPheters	T. Buck Construction
Mr. Dan Allen	T. Buck Construction

**2. Update on Pump Station Work**

- A. Building - Work during the month of July focused primarily on the framing and construction of the pump station building. The building has been enclosed with the roofing and siding installed. Work on the electrical conduit runs and panel
- B. Installation also began during the month of July. The pump has been delivered to the site and is located inside the building.

- C. Site Work - Site work completed in the last month included installing the site hydrant, and miscellaneous tree clearing, and rough grading of the parking area.
- D. Central Maine Power - It was noted during the meeting that Central Maine Power has completed its three phase power extension to the site.

### 3. August Work Schedule

- A. Building Construction - Work will continue on the inside of the building including installation of insulation, completion of electrical conduit runs, and installing wall panels and sheetrock of the ceiling. Work will also continue with installation of the process piping and pump installation.
- B. Electrical - Electrical Installations, Inc. (EII) will continue with the electrical work and connecting power to the building.
- C. Site Work - T-Buck expects to complete much of the site work during the month of August.

### 4. Construction Issues

- A. Site Power Connection - EII expects to connect the power to the building during the first week in August.
- B. Site Hydrant – W-P noted that the pumper connection on the hydrant should be turned away from the building.
- C. Concrete Testing Results - The 28 day breaks for the concrete footings and walls have not met the required 4,000 psi strength, and have averaged around 475 psi below the specified strength. The extra test cylinders will be broke at 56 days. Based on past experience with Dragon cement additional strength is expected to develop of the next 6 to 8 weeks.
- D. Site Work - It was noted that the trees cut by Central Maine Power (CMP) will need to be cleaned up as the site work adjacent to the building continues. T Buck has been able to move the trees out of the way as site work activities continue.
- E. Access Road Restoration - Restoration of the access road will be completed at the end of the project during the month of September. T. Buck will replace culverts damaged by the traffic entering and leaving the site and regrade the road.
- F. Generator/Transfer Switch - EII has installed an electrical box and coiled up wire inside the box to allow for future installation of a transfer switch. It was agreed that the transfer switch should be installed at the time the generator is installed.
- G. Security System – W-P provided comments to T Buck on the modifications to the security system. T Buck will review with their subcontractor on the options provided.
- H. Adam's Pond PS Valve Actuator Installation - Remaining work includes installation of the air piping, fail safe switch, and start up.

- I. Start Up Coordination and Testing - The pump station is expected to be ready for start up and testing towards the end of August or around Labor Day. The District will have the blow off hydrant at the raw water pump station installed prior to start up. T Buck will provide a start up schedule for review and coordination.
  - J. Maintenance of Erosion Control Measures - Erosion and sedimentation controls continue to look good at the pump station site. WP suggested adding a stone check dam at the interface of the riprap slope and loam area. The Boothbay Assistant Codes Officer continues to make almost daily visits to the site.
  - K. Landowner Coordination - No issues have been reported over the past month with the abutting land owners.
5. **Shop Drawings** - The status of the shop drawing submittals was reviewed from the summary tracking sheet distributed at the meeting. Remaining submittals include:
- Chain link fencing
  - Paint
- A. O and M manuals
- T-Buck should submit required O and M's for all equipment as soon as possible.
6. **Owner Issues**
- None noted at the meeting.
7. **Contractor Issues**
- T Buck asked WP to visit the site to review the location of the propane tank installation. Swapping the location of the tank may make the site work fit better with adjacent grades.
  - T Buck reported that EII did not find any spare conduits to the raw water pump station and had to pull wire through existing conduit runs. A change order request may be forthcoming on this item.
8. **Rural Development Comments**
- None noted at the meeting
9. **Change Orders** - None pending. T Buck to review conduit and wiring installation with EII at the raw water pump station.
10. **Payment Requisitions** - Rural Development Payment Application No. 7 was signed at the meeting covering the most recent invoices from Wright-Pierce, and T. Buck's application for payment No. 5. T-Buck's approved payment request was for \$69,175.00, and represents approximately 75% completion. Lien waivers will be forthcoming from T. Buck and will be distributed via email as they come in.

11. **Next Construction Meeting - The** next regularly scheduled construction meeting is set for 22 August 2006 at 1400 pm at the District's office. Items to be included on the next payment application should be turned into to Wright-Pierce by 14 August 2006. The next Rural Development Application No. 8 will be finalized and submitted to the District by 17 August 2006.

END OF CONSTRUCTION MEETING

12. The minutes of the 11 July 2006 meetings were approved.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
13. The board approved warrants 41, 42 & 43.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
14. Trustee Pinkham recognized Mr. Sewell Maddocks, Boothbay, who petitioned the board to repair his property allegedly damaged during the 2004 construction of the East Boothbay Interconnection project. Mr. Maddocks claimed damages to trees, lawn and road. The manager recapped the history of this complaint informing the board that Mr. Maddocks did file a complaint with the district well after a year after construction had been completed. The manager informed the board that the contractor, S.E. MacMillan, the engineer, Wright-Pierce Engineering and the district had repeatedly investigated Mr. Maddocks claim and not found any basis for it. Mr. Maddocks threatened the board with a "lawyer fight". Trustee Pinkham suspended any further discussion on this matter until the 8 August 2006 meeting.
15. The board accepted the AM's 2<sup>nd</sup> Quarter budget update without further discussion.
16. The manager informed the board that there was no change of status with the proposed Route 27 water main extension effort proposed by the town of Boothbay.
17. The manager reported the Adams Pond remained full and was at record high levels for this time of year.
18. The manager reported he had not heard any word from the town manager of Boothbay concerning the district's proposal for amending the Administrative Code for the town of Boothbay. The manager reported he had been pushing for a workshop with the board of Selectmen since before 15 May 2006 but the town manager had repeatedly ignored his requests. Trustee Marston instructed the manager to by-pass the town manager and take the case directly to the chairman of the board.
19. Trustee Pinkham recognized Mr. Robert Slocum, TORT specialist of the Maine Municipal Association (MMA) who discussed the Maine TORT Reform Act and how it affected municipalities and public utilities. It was found that the water district is largely immune from collateral damage, either real or perceived in the event of a water main break. In addition the conditions of immunity a great deal of discussion ensued between Mr. Slocum and the audience. The town of Boothbay Harbor asked the board if they had a policy to correct damage in public roads from water main breaks. The board said they did not but were working on the policies and procedures and would consider some form of voluntary liability within the public right-of-way although immune from any liability. The debate progressed for almost an hour when trustee Pinkham suspended any further discussion and thanked Mr. Slocum for his time and enlightening the board on this important issue.

20. The manager reported the Board of Environmental Protection would be meeting on 3 August 2006 to discuss the proposed water in stream flow rules. The board asked the manager to keep them informed of this effort.
21. The AM reported Northeast Security had surveyed the building and was developing a work plan to update and enhance the security system for the treatment plant, distribution office and the administration office. The AM did not have a specific time-table for the trustees but said work was ongoing.
22. The AM and manager reported they had toured the Carter property and thoroughly investigated the costs of subdividing the lot and reselling the house. The AM reported to the board the asking price of \$250,000 was in line and that reselling the home, once connected to the sanitary sewer on a 20,000 sq. ft. lot would recoup much of the buying costs. Trustee Pinkham declined to ask the board for a decision and postponed further action of this matter until the 8 August 2006 trustee meeting.
23. The manager reported he had met with Mid-Maine Forestry and the forest management plan was in process.
24. The manager reported he met with Reny Construction and had spoken with Mr. Boyce Brewer to correct the problem at 900 Wiscasset Road caused by S. E. MacMillan as documented by Wright-Pierce. The manager reported that Reny would be completing the repair as soon as time would permit. The manager reported the State Road Opening permit was completed.
25. The manager reported he had thanked the Boothbay board of selectmen for their participation in the Adams Pond Box Culvert Replacement project and was looking forward to it being installed. All indications from the board of selectmen were reported to be still a go.
26. The manager reported he had heard nothing from the Department of Marine Resources concerning the removal of the Meadow Brook Impoundment. The board instructed the manager that if nothing is heard by the next meeting to write a letter of inquiry directly to the Commissioner of the Department of Marine Resources.
27. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Sunset Acres – No change in status.

Dora Highlands – See below.

Boothbay Country Club – All bacteriological testing was complete and a punch list was reported to be being developed.

28. The manager presented the completed plans for the Dora Highlands Subdivision, in which Mr. Jeff Preble P.E. explained in detail. The manager then went on to recommend the board allow the project to proceed with the following provisions for approval.
- an eight (8) inch ductile iron main be installed from Lobster Cove Road, tapping the existing public water main, through Sophia Lane, installed in accordance with the district's Policies and Procedures;
  - an eight (8) inch ductile iron main be installed from Summit Street, tapping the existing public water main, through Hanson Lane, installed in accordance with the district's Policies and Procedures;
  - an eight (8) inch ductile iron main be installed from the termination at Sophia Lane to the termination on Hanson Lane, installed in accordance with the district's Policies and Procedures;
  - easements provided by the district at your expense be signed and recorded;
  - the district is provided with accurate as-built drawings at the conclusion of the construction phase;
  - records of accurate pressure tests in accordance with the American Water Works Association (AWWA) procedures are provided;
  - records of accurate bacteriological analysis in accordance with the AWWA and state of Maine testing procedures are provided; and
  - The district is provided a one year warranty from the date of acceptance.

The board approved the project to proceed  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*

29. The AM and the manager reported that they had met with Mr. Greg Kidd to update the district's safety program and provide safety training. It was reported he safety training would be completed sometime in September.
30. The AM and manager reported they had met with representatives of Verizon Wireless who are proposing the construction of a cellular tower on the south end of the treatment plant. Several proposals were discussed but nothing concrete had been designed for the district. The board instructed the manager to keep them informed of this proposal.
31. The meeting was adjourned at 1534 hr.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,  
Jonathan E. Ziegra  
Manager