

11 August 2008

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 22 JULY 2008**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Alden Jordan, Jordan Construction, Geoff Hole Esq., Mr. Jim Lord P.E. Dirigo Engineering; Richard Elliot Esq., Vern Stampleford & Curt Norred, Sprucewold Association, Mr. Andy Hamblett, Boothbay Region YMCA, Mr. Morton. Absent: Trustee Carter (Clerk).

1. The minutes of the 10 July 2008 trustees meeting were approved with revisions.  
*Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous*
2. Warrants 37, 38 & 39 were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
3. Trustee Pinkham recognized Mr. Stampleford and Mr. Norred who inquired if the district was going to replace the “fire hydrant(s)” in Sprucewold as they were very concerned about the ability to fight a fire there. In addition the two inquired as to the timetable for year-round service. The manager explained that the “fire-hydrant” was a misnomer for a maintenance blow-off point. The size of the existing line (2” to 4”) , is not considered a size sufficient to fight fires and due to recent experience the Boothbay Harbor fire department would most likely shuttle water from excellent sources in the unfortunate event of a fire. The group was also informed that there were no plans to put year round service in Sprucewold. The group was told they should inquire of Glenn Townsend, Boothbay Harbor fire chief has to his plans to fight a fire in Sprucewold and if the District can better serve this purpose with existing assets, we will do so. Mr. Norred asked that he be informed of any progress in his areas of concern at [crewrest@peoplepc.com](mailto:crewrest@peoplepc.com).
4. The board recognized Mr. Hamblett as a non-scheduled agenda addition who discussed his concern regarding the low water in Knickerbocker Lake. He spoke of the inability to canoe around the island due to low water. Mr. Hamblett was informed the district had not withdrawn any water from Knickerbocker Lake since 7 July 2008 and was not planning to use the resource until late August or September. He was concerned that “irreparable harm” that might have been done to the Lake. He was told that the region was in an abnormally dry cycle and that our history with Knickerbocker and Adams Pond has shown us that these dry cycles are not only normal but tend to repeat themselves every 5 years or so on average.
5. Trustee Pinkham recognized Mr. Morton who was also a non-scheduled addition to the agenda. Mr. Morton discussed his frustration that the Route 27 Water/Sewer project did not pass. The trustees informed Mr. Morton that he was “preaching to the choir” and that the future of that project was in the hands of the Boothbay board of selectmen.

6. The board voted to go into executive session 1426 hr to discuss legal matters with its attorney.  
*Trustee MacPhee motioned, Trustee Curtis, vote: unanimous*
7. The board came out of executive session at 1430 hr.  
*Trustee Curtis motioned, Trustee Marston, vote: unanimous*
8. The district offered Alden Jordan \$6000 to settle the dispute between the district and Jordan Construction related to the Reed Road water main replacement project. Mr. Jordan counter offered \$7500. Attorney Hole informed Mr. Jordan that this was not acceptable to the district. After spirited discussion between attorney's Hole and Elliot it was agreed that both sides will look to superior court for settlement.
9. The manager reported that the East Boothbay Standpipe demolition project by All Industrial Services of Youngstown, Ohio was scheduled for the 2<sup>nd</sup> or 3<sup>rd</sup> week in August. The contract will be signed at that time. The demolition was expected to take 4 days.
10. The manager reported the bid package for the Sea Street project was out contingent on funding. The bid opening was scheduled for 14 August 2008 at 1200 hr. at the Boothbay Harbor Town Hall. After lengthy discussion and planning with the Boothbay Harbor Public Works director the window for construction was set to be completed between 15 September 2008 and 31 October 2008. The manager explained the reasoning for this window of opportunity revolved around the asphalt batching plants closing due to low temperatures.
11. The manager reported matching funds in the amount of \$164,000 have been awarded for this project to the district by the Maine Bond Bank. The manager informed the board that the bond documents had been forwarded to attorney Hole for review and processing.
12. The manager reported the Adams Pond Dam design and bid specifications were in-process with Dirigo Engineering.
13. The manager reported the district achieved record production on 11 July 2008 pumping 1.6 MG. In addition it was reported the cemetery water conservation project was wrapping up and storm damage at the Adams Pond Dam was being cleaned up by Reny Construction.
14. The AM reported that revenues were slightly ahead of projection while expenses were "significantly" lower.
15. The manager reported that the Redhawk Reach water main extension funded privately was still in-process. The interested parties were attempting to obtain the necessary easements for the construction.
16. The manager explained to the trustees the events of 11 July 2008 as pertaining to the Washburn and Doughty fire and how the district and local fire departments responded. The manager relayed that he was very much impressed with the response from both treatment and distribution personnel. A few lessons learned included:
  - water shuttle from hydrants better served by flow;
  - communication problems;
  - water main break caused by the town of Boothbay during the fire that further stressed the treatment plant;
  - Location of isolation valves in such a way that they were inaccessible due to the fire.

17. The board accepted a 1,100 foot emergency seasonal water main extension at the end of West Side Road on Barters Island to service residences where the wells had gone dry. The manager reported the installation had been completed by the district and that all accounts were current.

*Trustee Curtis motioned, Trustee Marston, vote: unanimous*

18. The board approved the following bulk water sales policy for the district:

*As a courtesy, the Boothbay Region Water District will fill tank trucks for bulk water from a hydrant at the treatment plant located at 184 Adams Pond Road, Boothbay or any other hydrant convenient to water district personnel.*

*Cost for water will be at the specified rate as stated on district rate sheets as approved by the Maine Public Utilities Commission.*

*A hydrant meter and backflow device will be installed by district personnel before any water is taken.*

*Trustee MacPhee motioned, Trustee Marston, vote: unanimous*

19. The manager reported that the Department of Labor (DOL) was investigating the district for alleged mismanagement of the caustic spill 30 April 2008. The manager explained that he had been visited on 11 July 2008 by the DOL who were responding to a complaint. The DOL offered no specifics as to the complaint or the complaint. The manager reported the district had made its best effort to provide the DOL with requested materials.
20. The meeting was adjourned at 1510 hr  
*Trustee MacPhee motioned, Trustee Curtis, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra,  
Manager