

10 May 2011

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 APRIL 2011**

The Board of Trustees convened at 1903 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston (Treasurer), Trustee Curtis, Jon Ziegra, Manager. Guest: Mr. Rick Davee P.E., Wright-Pierce Engineering, Ms. Sue Mello, Boothbay Register, Mr. Walter Reed, Boothbay Harbor. Absent: None Trustee Carter (Clerk), Bob Raudenbush, Administrative Manager (AM).

1. The minutes of the 12 April 2011 trustees meeting were approved as written.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
2. Warrants23 was approved.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
3. Mr. Davee, on behalf of Wright-Pierce Engineering, presented Trustee Curtis with a collection of mementos for the 18-year relationship Trustee Curtis had with Wright-Pierce and Mr. Davee in particular. The presentation was very humorous and Trustee Curtis expressed his thanks.
4. The manager reported that Attorney Hole had been in contact with the bonding company representing Bill Whorff and Son Construction, closing out the East Boothbay Water Main Replacement project, who stated that people listed on the complaint matrix had been contacted by the insurance carrier and that all of the claims were either in-process or thoroughly evaluated and rejected. The manger went on to say that the district had yet received a completed copy of the disposition of claims, but Attorney Hole was enthusiastic as to the progress thus far.
5. The manager forwarded a report as to the status of the Commercial Street Water Main Replacement Project developed and submitted by Mr. Allen Knowles, Dirigo Engineering listing the following:

*The following list is a summary of work done to date.*

- *The new 12" ductile iron main for Commercial Street is now complete in all sections and has passed all testing.*
- *Services are being connected to the new main. There are 5 domestic water services left to hook up as of the end of the day yesterday 4/25/11.*
- *There is one active sprinkler service to hook up and one future use sprinkler stub left to install.*
- *The tie in of the existing 6" main on Wharf Street to the new main on Commercial Street is done.*
- *The sidewalks from Greenleaf Lane to Boothbay house hill are complete they look very nice. After the test pours the Town of Boothbay Harbor decided to change the sidewalk finish. After much ado the final decision was to not color the concrete and to stamp the paver pattern into the uncolored concrete*
- *Some rough grading of the road has taken place in a few areas to enhance water runoff.*

- *The contractor is sensitive to the fact the fisherman's festival is this coming weekend and will have the site cleaned up and their equipment off site.*

The manager added that administratively the project remained quiet and on-schedule. The manager reported that he and Trustee's Curtis and Pinkham had attended the Boothbay Harbor Board of Selectman's meeting the previous evening in which the manager had presented a status report and praised Mr. Woodin, Boothbay Harbor Town Manager, for his decisive action with regard to the sidewalk restoration. Trustee Pinkham reminded the board that monthly construction meeting #14 would be at the district office on 4 May 2011 at 1400 hr. and that he would be in attendance to sign the funding documents. The construction project remained on-schedule.

6. The manager reported no activity during the previous period in regards to the Bigelow Laboratory Project.
7. The manager discussed the pending rate case which was in process and to be delivered to the Maine Public Utilities Commission (PUC) and Maine Public Advocate on 27 April 2011. The board confirmed that 26 May 2011 was a good date for the public hearing and that the district should take the offer presented to the district to use the town of Boothbay Town Hall as the venue. The manager went on to let the board know that a form letter would be going out the following week explaining the rate increase as well as running a Public Notice in the Boothbay Register for three-weeks starting 5 May 2011.
8. The manager reported no safety issues within the previous period.
9. The manager reported on treatment plant operations. Caustic levels had dropped below normal due to better raw water quality in Adams Pond. The Adams Pond Dam boards have been installed to capture as much spring runoff as possible and the plant is reported to be running well. The manager relayed a suggestion made by the treatment plant operators concerning the use of Knickerbocker Lake during the summer of 2011. Knickerbocker Lake water quality has been shown to degrade during late summer and early autumn making more difficult and costly to treat. Operations could be done if more of the burden provided by Knickerbocker Lake earlier in the season. The manager reported that he was evaluating this taking into account the multi-use nature of the water body.
10. The manager reported that the seasonal turn-on was complete. Additionally, the damaged hydrant on Route 27 adjacent to the Welch House was in-process. Because of the age and the uncertainty of the construction an exploratory excavation was scheduled for either 28 or 29 April 2011 to determine the existing condition. Once the existing condition was ascertained a repair plan would be formulated. The manager then explained that no matter what the repair, there will be a period of time when the treatment plant will be directly disconnected from the town of Boothbay Harbor. The repair of this hydrant would require extensive planning and coordination and may be completed on night shift. The manager was instructed to keep the board advised.
11. Trustee MacPhee reported that he had been contacted by Mr. Pat Farrin who had planted trees generally along the district's boundaries with his. The manager was instructed to look over the plantings and report back to the board his observations and recommendations.

12. The manager provided a preliminary report concerning the possible Southport amalgamation. A limited engineering study was nearing the end and that a plausible list of upgrades was in place and would be added to the master plan creating a “mock master plan”. The project would be complete in rough draft fashion on 24 May 2011.
13. The meeting was adjourned at 1952 hr.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*

Respectfully Submitted,

Jonathan E. Ziegra  
Manager