

13 September 2011

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 23 AUGUST 2011**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee MacPhee, Boothbay, (Vice Chair); Trustee Marston, At-Large, (Treasurer); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager; Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: Trustee Carter, Boothbay (Clerk).

1. The minutes of the 9 August 2011 trustees meeting were approved.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous
2. Warrants 47, 48 & 49 were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
3. The manager provided the board with a status report for the **East Boothbay Water Main Replacement Project**. The manager reported that he had met with attorney Geoff Hole and Jim Lord P.E., Dirigo Engineering to review the status of the complaint matrix. Very few complaints remain. The manager reported that he had toured the site and reported back to the attorney exact status. Attorney Hole and Mr. Lord were compiling a partial payment report to pay the Surety to comply with the Prompt Payment Act. The manager reported that he had reiterated the district's stand to both the attorney and engineer, that the district was going to be reimbursed first, from the retainage before the Surety received any funding.

The manager then reported on the on-going problem with the Mill Pond restoration and the United States Army Corp of Engineers (ACE). The manager reported that he had made it clear to Dirigo that the district was not happy with their performance over this specific issue having reworked already this site and being accepted twice by the engineer as compliant. Attorney Hole was to contact the ACE to see if there were other alternatives other than a complete re-work of the site.

4. The manager had nothing new to report concerning **Bigelow Laboratories**.
5. The AM reported no **Safety** violations within the previous period. The AM went on to report no change in status with the remaining safety plan revisions.

6. The manager provided the board with a report on **Treatment Plant Operations**. As scheduled, the district had suspended our Knickerbocker operations earlier in the day and was now drawing from Adams Pond. . The manager explained that this was due to the anticipated decline in water quality of Knickerbocker Lake and that the district was “*over the hump*” with demand now declining. It was the manager’s determination that Adams Pond was sufficiently full to operate out of for the next six to eight -weeks. As previously directed the manager began a discussion on the additional operational costs of using Knickerbocker Lake as a source. The manager estimated that the costs of chemicals were roughly analogous. However, using data compiled over the past four years, the manager estimated that the district expends an additional \$4,000/month during the peak of the season due to increased electricity costs.

The manager reported the first round of E-Coli sampling data came back for Knickerbocker Lake. The limit for human contact as set by the USEPA is 126 colonies/100 ml. All samples had E-Coli present with two being off-scale and one at 145. The manager went on to explain that the abnormally high readings were next to each other in front of old camps, one of which had a cesspool within twenty feet of the water. The manager reported that this matter had been turned over to the town for review and enforcement.

7. The manager reported that the **Distribution Division** was continuing normal summer operations. The hydrant inventory was completed and the crew was moving on to valve inventory. The seasonal line feeding Royall Road in East Boothbay had been upgraded and was scheduled to be put into service in 2012. The manager reported that the distribution foreman was still compiling information to build a quote package for a new dump truck as well as a recommendation for purchase. In light of the 1 July 2011 incident with the Boothbay Fire Department, we had purchased two fire pagers from the Boothbay Fire Department so that both the distribution and treatment on-call folks will get a heads up in the event of a fire. This topic led to discussion over the sporadic efficiency of Lincoln County in notifying the district during emergencies. Discussion of recent rollovers into Adams Pond led trustee Marston to instruct the manager follow-up on the agreement the district has with the Coast Guard for spill response on Adams Pond and contact the Maine Department of Transportation (DOT) to revisit the installation of guard rails on Route 27.
8. The manager reported that he had met with the town of **Southport** board of selectmen and reported great interest in exploring amalgamation after Labor Day.
9. The manager informed the board of former Old Town Water District Superintendent, Wes Haskell’s death 18 August 2011. Mr. Haskell was killed in an accident on Route 1 in Searsport during the construction of new water main. The board was informed of the details and that upon hearing this news, the manager had conducted a safety stand down with the crew, reviewing the root cause of the tragedy and reviewing work zone safety procedures.
10. The board discussed the **July Budget Report** indicating that they were in favor of the format. The AM iterated that all district activity seemed to be within normal parameters.
11. There was no news concerning the **319 Grant Request**

12. The manager reported that the **Sherman Street Water Main Replacement** project remained on-schedule. The board was informed of the following:
 - a. The construction would begin on 6 September 2011 with the initiation of blasting;
 - b. A public informational meeting was scheduled for 31 August 2011, Boothbay Harbor Town Hall, 6:00 pm;
 - c. A full pre-blast survey has been ordered within a 250 ft. radius of the blast zone and was in-process;
 - d. A hold-harmless agreement between the district and Drilling and Blasting Specialists was being drafted but had yet to be signed;
 - e. Temporary water is in process;
 - f. Signage has been ordered for temporary parking for Sherman Street residents;
 - g. The tap and sleeve and valve has been scheduled for 8 September 2011 requiring a shutdown of West Street; and
 - h. The district was current with all public notices.

13. The manager reported on the **Farnham Point Water Main Project**. The manager reported that he had met with attorney Chip Griffin on 16 August 2011 and the paperwork for easements was in-process. On a separate note, the manager answered a previously asked question of Chairman Pinkham and reported all of the easements on Spruce Point were current and in order and that the district had the right to replace and upgrade existing water main on all parcels of property.

14. The manager reported that he met with EJ Prescott on 10 August 2011 concerning the **GIS Project**. It was reported to have been a productive meeting where a strong outline of capabilities and a vision of the final product were discussed.

15. The manager reported on the status of potential activities on **Barlow Hill** in East Boothbay. It appeared that support is waning now that the residents up Barlow Hill understand the district will not be paying the construction costs.

16. The manager updated the board concerning the **Central Maine Power (CMP)** proposal to rent space on Mt. Pisgah and West Harbor Standpipe for telemetry equipment to support their “smart meter” program. All proposals had been forwarded to the attorney for review.

17. The manager informed the board as to a complaint filed the previous day by the **Boothbay Harbor YMCA** concerning low water levels on Knickerbocker Lake. The manager provided the board with a plethora of legally defensible data concerning historical water level and though admittedly low, Knickerbocker Lake was nowhere near historical low as alleged. Even though on the agenda, as the YMCA had requested, no YMCA officials attended the meeting. The board considered the matter closed.

18. The meeting was adjourned at 1955 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager