

8 November 2011

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 25 OCTOBER 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 Carter, Boothbay (Clerk); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager ; Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: None.

1. The minutes of the 11 October 2011 trustees meeting were approved.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
2. Warrants 60, 61, & 62 were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
3. The manager provided the board with a status report for the **East Boothbay Water Main Replacement Project**. On 18 October 2011 the Surety informed Dirigo Engineering , as well as the district, that the district was no longer responsible for correcting the Army Corp of Engineering deficiencies recorded at the Mill Pond and that the Surety was soliciting bids from excavation contractor to complete corrective actions. The manager had met with Mr. Jim Lord, P.E. on 19 October 2011 and reported that the project corrections were complete. The manager iterated that the Surety was aware that it was the trustees wish to have a representative of the Army Corp of Engineers on-site and that that representative be available to explain the eventual changes in the flow pattern to Attorney Scott Adams.
4. The manager reported the **Sherman Street Water Main Replacement Project** was complete. The manager provided the board with a final breakdown of costs for the project and relayed the findings of a meeting conducted by the district to critique the project as a whole.

The final debriefing identified the strengths and weaknesses for the project's execution. The manager remarked that the majority of the project work elements were carried out above expectations. However, the manager shared with the trustees the following items that were identified for needing improvement:

- a. Verify existing trench can be reused eliminating blasting costs;
- b. Firm fixed price on paving ;
- c. Attempt to secure matching funds for paving from municipality

The manager explained that the final cost was more than expected and provided the board with the following table:

SHERMAN STREET WATER MAIN REPLACEMENT PROJECT				
Line Item	Vendor	Unit Cost	Units	Total
Excavation Services	N Reny Construction	\$ 35,000.00	1	\$ 35,000.00
Blasting	Drilling and Blasting Specialists	\$ 44.00	500	\$ 22,000.00
Tap and Sleeve	EJP	\$ 1,518.00	1	\$ 1,518.00
Materials	EJP	\$ 11,271.01	1	\$ 11,271.01
Paving	King and Sons	\$ 11,100.00	1	\$ 11,100.00
Paving	Pike Industries	\$ 8,100.00	1	\$ 8,100.00
			<b>TOTAL</b>	<b>\$ 88,989.01</b>

5. The manager had nothing new to report concerning the **Bigelow Laboratories** project.
6. The manager provided the board with the **September Budget Report**. The manager reported that he had found no deficiencies in the AM's accounting for the previous month and that the levels appeared normal. The AM provided the board with a narrative of the status of the budget with all appearing to be normal and the district in good financial condition. The manager and AM stressed the need to replenish the sinking funds as a top priority and recounted the trouble the town of Boothbay Harbor had encountered when the reserve account had been depleted with no plan to replenish it. The AM informed the board that the sinking fund situation had been a matter of concern outlined in the 2010 annual audit and would most likely be of concern in next year's as well. Trustee Marston asked a series of questions concerning accounting and set-up of specific accounts in the budget. Some of the questions could not be intelligently answered but would be addressed by the manager and AM in the October Budget report due to the board 22 November 2011.
7. The AM reported on **Safety** matters. A description of training for the two newest utility technicians recently hired was provided to the board for their review and comment. The AM outlined a training plan to comply with applicable safety regulations and reported no safety violations within the previous period.
8. The manager provided the board with a report on **Treatment Plant Operations**. The seasonal shutdown began on 13 October 2011. Because of the manpower shortage the distribution division was spending the majority of the time assisting in shutting down the seasonal system. As a result shutdown of seasonal treatment facilities was postponed and laboratory monitoring was restricted to the bare minimum. Knickerbocker Lake operations were reported to have been suspended that day due to "lake-rollover" which had led to a dramatic decline in water quality. The total pumped from Knickerbocker Lake for 2011 was 39,900,000 gallons.
9. The manager reported on **Distribution Division** activities. The seasonal shutdown began on 13 October 2011 and was described as "disjointed". The manager reported that the district was behind in seasonal billing due to a poor effort in meter reading in early October. Coupled with this were reduced manpower and many new faces shutdown was projected to run long.

The manager went on to report that on 13 October 2011 he had hired Mr. Weston Alley and on 14 October 2011 Mr. Mathew Wade to fill two of the open utility technician positions.

Lastly the manager reported that Trevor Morin sat for his Class III Distribution Operator exam that day and reported his confidence was high. Trustee Reed asked how long it would be before the district would know any results with the manager responding “six to eight weeks”.

10. The manager next updated the board as to the status of the **Southport Water System/BRWD Amalgamation**. Since the previous meeting the manager reported that he had been in contact with Representative Bruce McDonald who reportedly endorsed the merger concept. Representative McDonald reportedly agreed to introduce the bill allowing a merger and pledged to shepherd it through the legislative process. The manager went on to report that Mr. Jeff McNelly, Executive Director, Maine Water Utilities Association had been in contact with other legislatures who also supported the concept.

The manager reported that he had also met with the Maine Public Utilities Commission (PUC) concerning a possible merger. The stated that the staff was accommodating and “on-board” with what was trying to be accomplished and had given him a detailed “road map” needed to accomplish an amalgamation if necessary. The manager presented the board with a draft outline for the first steering committee meeting to be held at the Southport Town Hall at 1800 hr. 26 October 2011.

11. The manager reported on the status of the **GIS System**. On 19 October 2011 the manager met with Mr. Woody Bailey, GIS Coordinator, Wright-Pierce Engineering, who was working on a proposal for the basic mapping and initial infrastructure layering for the distribution system. The manager relayed problems with this year’s seasonal shutdown due to the departure of certain individuals and the need to spatially locate all pertinent infrastructures. The manager considered the lack of record keeping with regard to distribution equipment “a lesson learned” and a priority to correct.
12. The manager informed the board that he had signed the **contract with CMP**, as previously authorized by the trustees, for the installation of Smart Meter radio equipment on the Mt. Pisgah and West Harbor Standpipe’s. Installation was reported to have begun.
13. The manager informed the board that Dirigo Engineering mad a field-visit on 14 October 2011 to work on a proposal for the **SCADA upgrade**. A written report was reported to be forthcoming. .
14. The board voted to go into **Executive Session pursuant to 1 M.R.S.A. § 405(6) (A)** at 2017 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
15. The board came out of Executive Session at 2030 hr.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
16. The meeting was adjourned at 2032 hr.  
*Trustee Reed motioned, Trustee MacPhee second, vote: unanimous*

Respectfully Submitted,

Jonathan E. Ziegler  
Manager