

22 October 2013

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGERS REPORT & MINUTES FOR THE TRUSTEE MEETING 8
OCTOBER 2013**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Marston, At-Large (Trustee); Trustee Reed, Boothbay Harbor (Clerk); Trustee Climo, Southport; Trustee Lewis, Boothbay; Guest: Jim Chaousis, Town Manager, town of Boothbay. Absent: Trustee Carter, Boothbay; Jonathan Ziegra, Manager..

1. The minutes of the 22 September 2013 trustees meetings were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for 24 September & 1 October 2013 were approved.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous
3. The **Transactions** for the period of 23 September 2013 to 4 October 2013 were approved.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous
4. **PROPOSED TAX INCREMENT FINANCING ZONE (TIF) ZONE: BOOTHBAY CENTER - Trustee** Pinkham recognized Mr. Chaousis who presented to the board a PowerPoint presentation which the selectmen of Boothbay requested the district support the TIF Zone in Boothbay Center. The town manager stated that there would be a special town meeting on 5 November with 5 questions two of which he wanted district support; including creation of a TIF District and support for a \$2.5 M bond. The town manager stated that the value of the town was going to go up due to recent construction by approximately \$22M in value. Mr. Chaousis stated that Boothbay was the highest tax paying town in Lincoln County with that trend to move higher and that the TIF would allow the town to earmark some of the tax money taken in to be used on public infrastructure in the Boothbay Center. The town manager stated flatly that the TIF did not encompass moving water and sewer north along the Route 27 corridor.

Mr. Chaousis went on to explain the town's intention with the TIF and let the board know that there would be a town hearing the following night to discuss the TIF. At this point the trustees had many questions and suggestions.

Trustee Climo offered, based on his service as a selectman, that the manager prepare himself with all facts and figures particularly those of other TIF districts in the town.

Trustee Lewis led a detailed line of questioning, inquiring why the town had not held the negotiations of the TIF in public forum? Was the town speculating on future construction and would that be a liability to the town? Was the tax burden of the Golf Course going to change as the value increased? The town manager addressed all of these issues.

After 45 minutes Trustee Pinkham concluded the discussion with Mr. Chaousis asking the board to support the vote on November 5th.

5. **CELLULAR TOWER PROPOSAL** –The board accepted the following written report of the manager:

The shell of the building is now complete and roofed. ATT has placed a back-up generator but as of today nothing had been hooked in. The site erosion control is spot-on with all disturbed soils loamed, seeded and mulched in accordance with the construction plans.

6. **FINANCIAL** – The board accepted the following written report of the manager:

The manager presented the board a status report of the district’s cash accounts as of 30 September 2013 (See table 1). Billing for October is \$65,576.15. Debt payments due in October equal \$144,060.00, November \$167,186.00 and December \$175,915.00. On November 1 we will be billing routes 3,4,14 which comprise the bulk of the year-round business, public fire protection charges and seasonal overage.

Table 1.

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 30 September 2013	
Account	Balance
<i>Business Checking</i>	\$ 25,000.00
<i>Deposit Sweep Account</i>	\$ 235,460.40
<i>Liquid Cash Total</i>	\$ 260,460.40
<i>BBH 1994 Sinking Fund</i>	\$ 132,658.17
<i>BBH 1997 Sinking Fund</i>	\$ 29,787.33
<i>BBH 1998 Sinking Fund</i>	\$ 28,002.74
<i>BBH 2001 Sinking Fund</i>	\$ 80,844.81
<i>BBH 2004 Sinking Fund</i>	\$ 26,637.79
<i>BBH 2007 Sinking Fund</i>	\$ 12,210.51
<i>Land Acquisition Fund</i>	\$ 3,416.30
<i>Capital Reinvestment Fund</i>	\$ 359.07
<i>EBB Upgrade 91-20</i>	\$ 18,701.35
<i>Designated Fund Total</i>	\$ 332,618.07
<i>TOTAL CASH RESERVES</i>	\$ 593,078.47

7. **WATERSHED PROTECTION UPDATE** – The board accepted the following written report of the manager:

The DEP is investigating alleged illegal excavation of wetlands adjacent to district property behind the Watershed Tavern/Brewery. On 4 October 2013 someone called the DEP stating they were from the district filing a complaint. In discussions with the DEP, the caller did not leave a name and I explained to the DEP that the procedure for environmental complaints was for the district to contact the CEO who then contacted the DEP. The investigation by the state is on-going.

In conjunction with the town of Boothbay public works department, the district will be placing more rocks along Adams Pond Road to prevent inadvertent/accidental entry of a vehicle. This need is stemming from a near miss roll-in to Adams Pond. The public wants to park closer and closer to the drinking supply, on district property, so some boundaries need to be set. This work will be completed within the next few weeks.

8. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The board accepted the following written report of the manager:

All inspections remain current and compliant.

9. **TREATMENT PLANT** – The board accepted the following written report of the manager:

The plant continues to operate in an efficient and compliant manner. Finish water flow average for the past week was 0.5254MGD, up as compared to last year's 0.4707 MGD. Both the aluminum sulfate and sodium hydroxide dosing rates are consistent with historical averages with both the filters and clarifiers remaining at 100% efficiency. No break down's in treatment equipment since the last report.

The district has received much positive feedback for the sign on Route 27 alerting the public to the date of shutdown. Public notices for seasonal shutdown will run in two issues of the Boothbay Register as well as posted prominently on the district's website.

The Knickerbocker pump station was put to bed for the winter with the transfer water main blown out and all vulnerable piping drained and put into a safe condition.

The last round of E-Coli sampling results for Knickerbocker Lake were received by the district and forwarded to the CEO. The E-Coli levels have dropped by orders of magnitude to background level.

As expected with the decline of the tourist season the chlorine residual samples for East Boothbay are declining as well as the age of water increases. Shortly after shutdown the district will begin the six bleeders moving approximately 36,000 to 64,000 gallons per day. In addition Kenniston Hill Standpipe is being brought down to winter levels. This is a balancing act in that the district needs to keep enough water in storage to fight fires but not so much as to completely degrade the water quality. We are getting pretty good at walking that tight rope.

Roofing Project is out to bid. On Saturday I gave a tour to one bidder. Key dates include all bids delivered to the district at COB (1530 hr.) 10 October 2013. Bid opening will be 0900 hr. 15 October 2013. Per the previous meeting I am expecting Harry (Trustee Pinkham) and Gerry (Trustee Gamage) to open bids.

The SCADA upgrade is beginning today.

Trustee Gamage then inquired as to the status of the communications building installed by the County at the West Harbor standpipe. Trustee Pinkham stated that he was meeting with the county to determine ownership and that the only active transmitter is owned by the town of Boothbay Harbor and that the town of Boothbay Harbor police department refuses to take any ownership. Trustee Pinkham stated he would report back to the board on 22 October with his findings.

10. **DISTRIBUTION** – The board accepted the following written report of the manager:

Much effort has been expended on the seasonal project (see PAINÉ ROAD WATER MAIN REPLACEMENT PROJECT). Also during the interim the distribution division has been handling the high number of job orders that are indicative of this time of year (camps & business' are shutting down) and reading the largest meter route in the district. The district is well prepared for seasonal shutdown.

The Southport meter change-out project began. Distribution personnel began on Capitol Island with the effort being very productive. The crew is averaging 25 to 30 upgrades per day. Each upgrade requires change of fittings to make the meters standard to district meter packages.

The construction trailer is receiving additional upgrades at the present time.

Included in the package is a proposal I sent to Nestle Corporation and the resulting contract which will request funding on the next warrant. Once I have the check in hand I will sign and date the contract and return to Nestle. The total cost for purchase is \$24,500.00 plus shipping and forklift rental. When the smoke clears I believe that we will have purchased this material that we will use, at a 70% discount.

11. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – The board accepted the following written report of the manager:

The federal government is shutdown so funding has come to a screeching halt. I attended the Southport Planning Board meeting on 2 October 2013 and was given the opportunity to describe the project and timetable. Of interest is a subdivision planned contingent on the water main installation. I discussed with the hired engineers that the planning board approval was only the first box to be checked off in that when the time comes an application for a water main extension would need to be filed with the district and the approval process would begin from there. On the back burner right now.

12. **MWUA/MRWA BOD** – The board accepted the following written report of the manager:

Monitoring the upheaval at PUC with nothing concrete to report as of now.

13. **BOOTHBAY COMPREHENSIVE PLAN COMMITTEE** – The board accepted the following written report of the manager:

Nothing to New Report

14. **FIVE RIVERS** – The board accepted the following written report of the manager:

We are still awaiting incorporation which was initially rejected by some government pinhead that does not know how to think out of the box. Same thing happened with the Southern Maine group. I will keep you advised.

Trustee Pinkham reminded the board that the Great Salt Bay Sanitary District Trustees would be visiting the district on 22 October for a tour which he would be hosting.

15. **GIS** – The board accepted the following written report of the manager:

On going.

16. **PAIN ROAD WATER MAIN REPLACEMENT PROJECT** – The board accepted the following written report of the manager:

Since the last meeting the distribution division has completed the following:

- *All of the trench paving has been completed to the towns specifications;*
- *All ditch lines have been reopened and stabilized with erosion control*
- *All of customers are now on permanent water;*
- *Temporary water piping has been removed; and*
- *All loam and seeding is complete (looks very nice).*

Punch list items remain include hydrant and bollard painting and overlay by the town of Boothbay Harbor.

17. **MASTER PLAN UPDATE** –The board accepted the following written report of the manager:

In Process

18. **PRATT’S ISLAND BRIDGE REPAIR & UPGRADE** – Trustee Gamage described the work that was going on with the Pratt’s Island Bridge in Southport and the need for temporary use of the water main for fire protection. Trustee Gamage also explained the need for upgrading the Pratt’s Island line now and the reasoning for it. In addition, the board accepted the following written report of the manager:

The Pratt’s Island Bridge, Southport will be closed to vehicle traffic for the winter of 13/14 while it is upgraded. The Southport Fire Chief has requested that after shutdown the existing two-inch water main feeding Pratt’s Island be outfitted with a fitting to accept a pumper truck. This is being completed because in the event of a fire not truck can be dispatched to the island and the dormant water main will be the only conduit for fire-fighting. The conversion will happen shortly after shutdown. Additionally Skip Rideout is up-grading the bridge. I have instructed Dale to get with Skip so that instead of replacing the existing water main, the district installs a four-inch HDPE water main to increase flow to the island and accommodate future upgrades. The cost will be nominal in that the district need only supply the fused pipe.

19. The meeting was adjourned at 1951 hr.

Trustee Climo motioned, Trustee Lewis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler

Manager

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