

10 February 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 13 JANUARY 2014**

The Board of Trustees convened at 1800 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Lewis, Boothbay (Treasurer); Trustee Reed, Boothbay Harbor (Clerk); Trustee Climo, Southport; Trustee Marston, At-Large; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: None. Absent: None.

1. The minutes of the 23 December 2014 trustees meetings were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 23 December, 30 December 2014 & 6 January 2015 were approved.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
3. The **Transactions** for 22 December 2014 through 9 January 2015 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
4. **FINANCIAL** – Table 1 is the districts cash status as of 31 December 2014.

Table 1

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 31 December 2014	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 424,910.00
Liquid Cash Total	\$ 449,910.00
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 14,235.59
Land Acquisition Fund	\$ 240,324.20
Capital Reinvestment Fund	\$ 200,372.08
Mt Dora Easement Escrow	\$ 4,751.84
EBB Upgrade 91-20	\$ 24,911.48
Bank of Maine Unemployment CD	\$ 10,314.87
Designated Fund Total	\$ 494,910.06
TOTAL CASH RESERVES	\$ 944,820.06

5. **WATERSHED** – The manager reported nothing new with regard to the watersheds.

6. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no injuries, violations or missed inspections during the previous period.

- a. **Human Resources** – The manager the board with a proposed *Boothbay Region Water District Smoking Policy* and *Boothbay Region Water District Sexual Harassment Policy*. Upon reviewing the policies the board approved both as written.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous

7. **TREATMENT DIVISION** - The manager reported that the finish water production remained elevated averaging 0.3495 MGD as compared to 0.3288 MGD the previous year. With ice forming on Adams Pond the aluminum sulfate and sodium hydroxide dosing rates had dropped approximately 25%

Harcros Chemicals underbid Monson Chemicals by approximately \$5K and were awarded the 2015 contract.

The manager reported that the focus of the treatment division had been corrosion control. The manager informed the board that the distribution personnel were being cycled through the treatment division to help. Filter #2 had been brought down for mid-level maintenance which included painting at the air water interface and component repair/replacement. The filter would be down for no more than two-weeks.

The manager proposed a security upgrade for critical access from Northeast Security for \$18,784.60 and promptly withdrew his request.

8. **DISTRIBUTION DIVISION (DD)** - The manager reported the district was involved in normal winter operations. The failure rate for the 580 seasonal meters tested thus far was only 4% which the manager explained to be very low. The DD were reporting much less rust in the meters. Historically the rust originated from old galvanized main which over the past 8-years the DD has been aggressive on eliminating. What was the old normal was a failure rate of around 20%.

Meter reading is complete with Mike Hills coming to admin and Matt Wade being assigned to treatment

9.
10. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** -

- A. **Contract #1 – Tank Site Prep, Road & Water Main** – Nothing new to report.
- B. **Contract #2 – Water Main Installation Project** - The manager presented the board with the first two complaints received for this project. Temporary paving continued with the water main from Four Corners installed to the bridge. The manager reported that two bacteriological tests had been obtained of which one was clean and the second to be reported the following day. The manager reported that the plan was to begin cutting services later in the week and should have the temporary water suspended by the end of the following week. On 7 January the Army Corp Permit was secured for the channel crossing.
- C. **Contract #3 – Tank Installation Project** – The manager reported that this contract was still not on the streets, and was awaiting a call back from Dirigo Engineering as to why.

11. **CAMPBELL STREET LOOPING PROJECT** - The manager reported that he had met the previous day with Mr. Dan Flaig (Wright-Pierce), Steve Reny (Reny Construction), Chris Leeman (Town of Boothbay Harbor Public Works Director) and the Distribution Foreman and started working out the division of duties and pricing for the project. The manager anticipated having a break down as to cost and surplus (if any) after Campbell Street and High Street are completed.
12. **FIVE RIVERS** – The manager reported that on 8 January 2015 the managers met and set 21 January 2015 as the date of the next Trustees Dinner which will be held at the Kennebec Tavern at 6:00 pm. This will be a social dinner with only a brief presentation on ongoing efforts which include: political strategy, GIS Standardization; Policy and Procedure Standardization; Capacity Development Grants and other assorted topics.

The manager reported that he would be meeting with Representative Jennifer DeChant concerning An **Act to Protect Homeowners in the Event of a Failure of Public Water Systems** which she is sponsoring. The manager stated that this bill would essentially strip water district's immunity under the Maine TORT Claims Act for damage of private property in the event of a catastrophic water main break. He went on to assert that it was his feeling that this was a knee jerk reaction to the Bath Water District problem over this winter with a homeowner mounting a serious protest in Bath over inadvertent flood damage.

13. **GIS** -- As directed the manager made the offer to the intern, who will work during the year of which the manager reported she had accepted, who will complete the mapping of the seasonal water system during summer 2015.
14. **LAND ACQUISITION PROPOSAL** –
 1. Farrin Property – Nothing new to report.
 2. Hamrin Property - Nothing new to report
15. **FORESTRY PROJECT** –The manager provided the board with the following Press release will be let out for the next Edition of the *Boothbay Register*.

Boothbay Planning Board to consider Adams Pond tree cutting

At their January meeting, the Boothbay Planning Board will consider a Boothbay Region Water District proposal to remove dead and dying trees within the shoreland zone of Adams Pond. The proposed cutting area along Route 27 also falls within the Water Reservoirs Protection District, a zone established by Boothbay ordinance in 2004 to protect Adams Pond and Knickerbocker Lake, the Boothbay Region's water supply.

Last winter, water district board chairman Harry Pinkham raised concern about the health of the red pine trees planted decades ago around Adams Pond. An initial timber cutting plan along Route 27 was developed, but after consultation with Boothbay Code Enforcement Officer Dan Bryer, the district concluded that a typical timber harvest in this area would not be feasible.

In July, the water district contracted with Edgcomb forester Erik Carlson to develop a forest management plan for the roughly 70 acres of property it owns in the vicinity of Adams Pond. The long-term goal of the plan is to maintain a healthy forest to protect Adams Pond water quality.

In the forest management plan, Carlson characterized the red pine plantations along the shoreline of Adams Pond as "in decline, overstocked and in need of thinning." The Forest Management Plan calls for all dead, small crowned

and poor quality trees to be cut, for small canopy openings to be created to favor regeneration of white pine and hardwood trees, and for slash to be scattered on site to aid soil stabilization.

Although the forest management plan outlines cutting recommendations for all properties surveyed, the water district is currently only proposing to remove trees marked by Carlson as safety hazards within the wooded corridor between Adams Pond and Route 27. To minimize disturbance, all tree removal will be done by hand and no vehicles or skidders will be used. Cut trees will be left on the ground to rot naturally.

For more information or to obtain a copy of the Forest Management or Route 27 cutting plans, contact Sue Mello at suembrwd@gmail.com or 633-4723 x 111.

The Planning Board will consider this proposal at their January 21 meeting at 6:30 p.m. the Boothbay Town Office.

16. **BOOTHBAY HARBOR COUNTRY CLUB (BHCC)** – On 8 January 2015 Ms. Jackie Cobb P.E. and the manager met with Knickerbocker Group. The manager reported that he had tasked Ms. Cobb to provide detailed instructions, including design for what is needed to provide water to the BHCC. It was clearly understood that the BHCC would be reimbursing the district for Wright-Pierce services. The new pump station would be located somewhere near the present location of the Center Café with water being drawn from the low pressure zone and sent to the high pressure zone via a pressure reducing valve (PRV). The system will require a double loop and will be constructed of a yet to be determined size high density polyethylene (HDPE) pipe. .
17. The board tabled discussion on the Nissenbaum request for meter downsizing.
18. The board went into executive session pursuant to 1 M.R.S.A. §405(6) D (labor contracts), A (personnel matters) & C (real property economic development) at 1855 hr.
Trustee Gamage motioned, Trustee Lewis second, vote: unanimous
19. The board came out of executive session at 1935 hr.
Trustee Lewis motioned, Trustee Gamage second, vote: unanimous
20. The board voted in favor of selling 0.67 acres of property now depicted as part of Boothbay Tax Map R07 – Lot 41 A to the BHCC for the sum of \$25,000.00 plus district legal expenses with the stipulation of reasonable environmental concerns as drafted by the water district’s attorney.
Trustee Lewis motioned, Trustee Climo second, vote: unanimous
21. The meeting was adjourned at 1938 hr.
Trustee Reed motioned, Trustee Lewis second, vote: unanimous

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Respectfully Submitted,

Jonathan E. Ziegler
Manager

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