

24 September 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 SEPTEMBER 2019**

The Board of Trustees convened at 1900 hrs. **In attendance:** Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** Trustee Tharpe, At-Large (Treasurer); Trustee Anthony, Boothbay (Clerk).

1. The board approved the minutes for 27 August 2019 with revisions.
Trustee Bellows motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 27 August 2019 & 3 September 2019.
Trustee Tibbetts motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for the period of 26 August 2019 through 6 September 2019.
Trustee Tibbetts motioned, Trustee Climo second, vote unanimous
4. **REQUEST FOR METER DOWNSIZE – GORMAN** - Ms. Ruth Gorman, a senior citizen living alone, presented a case for downsizing the meter at her primary residence, 10 Fullerton Street, Boothbay Harbor, from a 3/4” meter to a 5/8” meter. Ms. Gorman acknowledged that due to the size of the building the manager had already denied the request due to the potential demand of the building, requiring a 3/4” water meter. The board then inquired if a variance could be made in this specific situation of which district policy did not preclude the board of that action. After reviewing the case, in whole, the board determined that a 5/8” downsize would be granted to Ms. Gorman with the following stipulation: as long as this building remained Ms. Gorman’s primary residence with no tenants or other uses, and upon transfer of the property the metering would revert back to a 3/4” meter.
Trustee Bellows motioned, Trustee Climo second, vote unanimous
5. **ADMINISTRATION** – The manager provided the board with Table 1 – *Boothbay Region Water District Cash Account Status Report as of 10 September 2019*. The manager reported that the October meter reading was nearing completion with no figures of value to report at that time. Since the previous period the district added two (2) new customers and received three (3) additional new application for service. Currently the district has 14 applications for new service pending.
 - a. **Maine DHS Triannual Sanitary Inspection** - The manager informed the board that on 4 September 2019 the Maine Department of Health and Human Services, Drinking Water Program conducted a system-wide inspection of the district. This inspection was of major importance for the district in that it is directly related to the district’s management of its operations as related to disease control and public health. The manager presented a copy of an e-mail he had sent to the board detailing the inspection. The district did extremely well, so well in-fact that earlier that day, within the authority granted to the manager by the board, earlier that day the manager distributed well-earned bonuses to the entire staff for their excellent performance. The board instructed the manager to pass along their congratulations as well.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 September 2019	
Account	Balance
Business Checking	\$ 29,593.25
Deposit Sweep Account	\$ 426,082.32
Liquidity Total	\$ 455,675.57
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 200,001.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 17,311.25
Designated Fund Total	\$ 224,541.67
TOTAL CASH RESERVES	\$ 680,217.24

6. **NATURAL RESOURCES PROGRAM** – The following report has been provided by the Natural Resource Program Manager (NRPM):

1) *We will be presenting the draft timber harvest ordinances to the Boothbay Planning Board tonight. Copy attached.*

2) *We are mapping the infrastructure of town and state roads in both watersheds and documenting the condition of these structures (primarily culverts) and the need for maintenance. This will be completed by end of the month.*

3) *No contractors responded to our request for bids on the 319 Pine Woods Road project - everyone is just too busy this year. We have reached out again to contractors with a project completion date of October 2020. We also heard from our 319 DEP grant administrators that they may be able to provide us with additional grant funds for our 2018 grant since they have unused grant money and the Pine Woods Road costs are likely to be much higher than originally estimated. We have held off on any other 319 work this year until we could get a good estimate of Pine Woods Road project as we did not want to overspend.*

4) *Water quality sampling continues and Zach has almost completed aquatic invasive surveys in both ponds. We have seen a greater extent of anoxia in both ponds this year. We made little problem attacking the terrestrial invasive plant problem around Adams Pond (except for relatively good progress on Adams Pond Road), as the problem is bigger than the staff, we have had to address it. We need to revisit and reconsider*

5) *Jeannie Hamrin spearheaded an effort to have Bigelow Lab scientist Peter Counteway identify algae in Adams Pond and Knickerbocker Lake samples. This is a part of an education project Jeannie envisions to engage both public and students. We sampled plankton in both lakes last week and Peter Counteway's preliminary look at the samples showed no cyanobacteria (the toxic stuff). Counteway is working with UMaine and state on algae blooms, particularly in Sabattus Lake. Thanks to Jeannie for engaging Bigelow and we look forward to expanding this effort.*

5) *Septic surveys from Knickerbocker Lake residents are slowly trickling in. I'm encouraged by the response so far.*

7. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.
 - a. **Human Resources (HR)** – Nothing new to report.
 - b. **Training Update** – The manager reported that on 12 September 2019 the NRPM and he would be attending the Maine Water Utilities Association, 13th Annual Drinking Water Protection Seminar - 'Thinkin' About What You're Drinkin'. In addition, Utilities Technician, Aaron Durgan has been enrolled in Class I and Class II Operator Licensing Training which would be a four-week course, one session per week, after which he will be sitting for his Class II Water Distribution license.
8. **TREATMENT DIVISION (TD)** — The manager reported that since moving back to Adams Pond as the source for water production, filter train efficiency had improved during the previous period with, 87% efficiency for filter performance and clarifier performance improving to 100%. Key chemical additions had also decreased during the previous period ranging between 10% to 15% above normal with taste or odor issues. Water reserves remain at 95+/-%.

Finish water production has decreased in comparison to that recorded in 2018 with average daily production decreasing to 0.6712 MGD as compared to 2018 production for the same period of time equaling 0.7061 MGD.

- a. **Knickerbocker Lake Withdrawals** – Table 2 -*Boothbay Region Water District Knickerbocker Lake Water Withdrawal Report* illustrated the permit compliance parameters through 2 September 2019 which was the last day of withdrawal activity for Knickerbocker Lake. Adams Pond was switched to for raw water on 3 September 2019.

Start Date	End Date	Gallons Pumped	Gallons Remaining
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
17-Jul-19	21-Jul-19	3,881,400	47,618,600
22-Jul-19	29-Jul-19	6,352,700	41,265,900
30-Jul-19	5-Aug-19	7,336,700	33,929,200
6-Aug-19	12-Aug-19	6,784,200	27,145,000
13-Aug-19	20-Aug-19	6,611,200	20,533,800
21-Aug-19	25-Aug-19	5,987,100	14,546,700
26-Aug-19	2-Sep-19	7,547,700	6,999,000
Total Withdrawn		44,501,000	6,999,000

9. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD had yet to complete the National Fire Protection Association (NFPA) color coding with work still continuing. The reason for the delay was the discovery of hydrants that needed more maintenance and were being worked on. The DD continued the September cross-connection control testing, reported it to be approximately 80% complete.

In the previous period the DD responded to 21 Dig Safe requests in the previous period which remained elevated, but manageable.

- a. **New Building Status Report** – *Dirigo Engineering* delivered a planning board package to the district and had submitted to the town of Boothbay for initial review. The manager provided the board with a copy of the plans and specifications for the project. The manager reported that the project was tentatively on the October agenda for an initial meeting with the Boothbay planning board. The manager reported that he had met with the code enforcement officer (CEO) of Boothbay 6 September 2019 and believed the project, on first look, was in compliance with existing and future ordinances, but will need planning board approval.
- b. **New Replacement Vehicle** - No change in status.

10. **5 RIVERS REGIONAL WATER COUNCIL** –Nothing new to report.

11. **LAND ACQUISITION UPDATE** - The manager reported that earlier that day, as directed, the district reached out to Mr. Paul Sherman, owner of Boothbay Tax Map R-07, Lot 12-C, a three (3) - acre parcel across from Adams Pond, wherein the district made a counter offer of \$37,500.00.

In addition, the manager requested of the board to take action on the *BRWD Land Acquisition Policy (DRAFT)* which had been distributed to the board with revisions during the previous trustee meeting. After some discussion the board approved the policy as currently revised.

Trustee Climo motioned, Trustee Blakeslee second, vote unanimous

12. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
13. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that on 3 September 2019 Mr. Dennis Ryan, Massachusetts Road, met with the manager to alert him to the fact that *Dirigo Engineering* was not retained to complete engineered drawings and construction cost-estimate for the project. Instead Mr. Ryan inquired of the manager to help *E.M. Wood Construction* provide a cost- estimate for the project directly with what information was currently available. The manager updated the board that in-fact he had granted Mr. Ryan’s request, and on 5 September 2019 met with Mr. Eric Wood and Mr. Justin Wood on-site and a cost estimate was now in-process. This project, if accepted, would commence in November 2019.
14. **LOGAN ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that since the previous trustee meeting, construction had begun, albeit late. Since the previous meeting the road surface had been removed, temporary water had been established with all existing customers and the main has been deenergized and was now in a safe condition. Due to poor installation the act of deenergizing the existing main, which should have involved only the turning of a valve, cost a day in that the main, located in Lakeview Road had to be exposed because, as it turns out, the Logan Road water main was being supplied by a series of one-inch and two-inch

taps, all of which needed to shut off at the Lakeside Drive water main. On Wednesday 11 September 2019 the tap and sleeve and valve would be installed on the Lakeview water main and the first few sections of water main would be installed. Ledge was reported to be heavy, but fractured from previous blasting, of which *E. M. Wood Construction* intended to break apart with the hoe-ram to get correct depth. At the time of this report no blasting had been ordered.

15. **AFFORDABLE HOUSING PROJECT** – The manager reported that on 6 September 2019 he had met with the Boothbay Town Manager to discuss this project. The manager informed the board that the town manager had provided him with a preliminary sketch of the project area which contains 38 lots to be serviced; of which a copy was distributed to the board together with the managers notes to staff to create a preliminary cost estimate from the district for the installation of water service and fire protection. The manager pointed out that the proposed subdivision had two access points (Middle Road and Hutchinson Drive) which would allow critical and easy looping of the main to maximize fire flow and provide the best service possible to the project. The town manager was reported to be optimistic that this project would be on the agenda of the Boothbay Harbor planning board for its September meeting to begin the approval process.
16. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – The manager reported that staff had met with *Fuller Marine* who had begun ordering materials (weights) for this project. There was some ambiguity encountered in that *Fuller Marine* needed to meet with the contractor setting the barge for the bridge repair so that district plans are sufficient to get the water main out of the planned work zone.
17. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC)) WATER MAIN** – As directed, the manager provided the board with a one-page synopsis of the proposal prepared for the district by *Verrill & Dana*. The manager informed the chairman that the district needed to get documents to the SIVC and all customers on SI as soon as possible so that the district could begin the turnover filing with PUC.
18. **GRANDVIEW AVENUE WATER MAIN UPGRADE PROJECT** –Nothing new to report
19. **HARRIS POINT WATER MAIN EXTENSION PROJECT**- The manager informed the board that this project was beginning, with water main already delivered for fusing. This project was scheduled to commence as soon as practicable after the **Logan Road Water Main Replacement Project** with *E.M. Wood Construction* was completed.
20. The meeting was adjourned at 2010 hr.
. *Trustee Climo motioned, Trustee Bellows second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

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