

26 November 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 NOVEMBER 2019**

The Board of Trustees convened at 1800 hrs. **In attendance:** Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** None.

1. The board approved the minutes for 22 October 2019 with revisions.
Trustee Climo motioned, Trustee Bellows second, vote unanimous
2. The **Payroll** for weeks ending 22 October 2019 & 29 October 2019.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
3. The **Transactions** for the period of 21 October 2019 through 8 November 2019.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
4. **ADMINISTRATION** – The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 12 November 2019*. The cash reserves of the district have improved with the November regular billing released on 1 November 2019 and proceeds beginning to come in. Tabulation of the seasonal average billing was not yet complete but should be completed by the next meeting.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 12 November 2019	
Account	Balance
Business Checking	\$ 37,209.33
Deposit Sweep Account	\$ 143,026.58
Liquidity Total	\$ 180,235.91
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 2.00
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	\$ 24,542.50
TOTAL CASH RESERVES	\$ 204,778.41

a. **2020 Budget Report** – The manager informed the board that he would be beginning budget meetings that week and working towards a proposal for 10 December 2019.

b. **Rotary Presentation** – On 14 November 2019 the Natural Resource Program Manager (NRPM) and he would be presenting a general overview and accomplishments presentation at the Boothbay Harbor Rotary Club in Boothbay Harbor.

5. **NATURAL RESOURCES PROGRAM** – The Natural Resource Program Manager (NRPM) provided the board the following report in writing:

1) 319 grants: Pine Woods Road was top paved to get it through the winter and Crooker will be back to finish apron and remove piled up materials on Route 27. This is only a band aid to get through the winter. We have yet to nail down a contractor for the project. We met with our DEP Grant Administrator last week to review potential projects and our financial/ administrative processes.

2) Land conservation: We met with Boothbay Region Land Trust President Hal Moorefield last week. We discussed various ways that we can work together for fundraising/ education. The water district will present to the Land Trust Board in January. We will speak to the Rotary on Nov. 14 and have had a request from one Boothbay selectmen about a presentation to that board.

3) Lake friendly grants: There is one heating oil tank replacement grant in tonight's warrant. After two significant erosion/ runoff events, the Town has issued a NOV for the private property on Knickerbocker Lake with uncontained construction (Sproul Farm). We have turned a corner on this one (fingers crossed) and have been providing guidance and materials (silt socks, erosion control mulch) to property owner to contain the problem. We have also offered a lake friendly grant to correct some of the problems. CMBG (Harkins) donated several truckloads of erosion control mulch to help get the property under control. Town CEO has been involved every step of the way.

4) Ordinance revision: After a long process, the Maine Forest Service has finally concurred with the proposed timber harvest ordinance language for the watershed. We sent the attached letter to the Planning Board to initiate discussion about how to handle areas of the watershed that have been "removed" by surface water diversions. The proposed ordinance language would require town meeting approval for any future watershed changes, but we really haven't figured out how to deal – from an ordinance perspective – with the ones we have.

5) Work on septic survey and Hamrin monitoring report for MNRCP continues.

6. **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)** – This morning I received a telephone call from MMA concerning a call they received from the union. Apparently, the union is now in a rush to get our contract signed. To recap, neither the union members nor management have ratified the supposed contract of which we are currently working under. The union has tried to put language in that would make it voluntary to support the union by non-union members. I told MMA that that was unacceptable to the board. Once I have a clean contract in-hand I will deliver it to the board for deliberations.

b. **Training Update** –

i. Aaron Durgan successfully completed his Class I & II Water Operators training course last week and will be sitting for his Class II Distribution license on 21 November 2019.

- ii. The manager reported that he had completed *Managing Your Water System into the Future* on 6 November 2019 at the Greater Portland Council of Governments in Portland. The class was excellent in content and delivery. The course was sponsored by the University of North Carolina, Chapel Hill and was awarded 6 CEU's for the effort.
 - iii. The Maine Rural Water Association Trade Show and Conference will be held 10 through 12 December 2019 at the Cross-Insurance Arena in Bangor. We will be cycling the entire crew through for much needed CEU's. Please let me know if a trustee(s) would like to attend.
 - iv. The Maine Water Utilities Association Trade Show and Conference will be held 5 & 6 February 2020 at the Augusta Civic Center, and like above, we will be cycling the entire crew through for much needed CEU's. Like above, please let me know if a trustee(s) would like to attend.
7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency was showing signs of improvement. Filter efficiency for the previous period had remained at 87% while clarifier efficiency had improved to 100% efficiency. Key chemical additions had fallen below average and were in a very good range. The manager expected filter efficiency to improve in the very near future.

Finish water production is lower than that recorded in 2018 at 0.3205 MGD 2018, with production averaging 3040 MGD for 2019.

On 24 October the bleeders, with exception of Factory Cove Road in Boothbay Harbor, were turned on. Table 2 illustrates the daily bleeder needs for sanitary operation of the distribution system.

Table 2		
2019-2020 Bleeder Report as of 24 October 2019		
Location	CFM	GPD
Kenniston Hill Standpipe	0.75	8,100
Rt. 96	0.92	9,936
Murray Hill Road	1.28	13,824
Lobster Cove Road	1.75	18,900
Cross Road (Southport)	2.25	24,300
Southport General Store	1.75	18,900
TOTAL GPD		93,960

- a. **Adams Pond Treatment Plant Boiler** – On 8 November 2019, while completing daily rounds, staff identified a leak in the main boiler of the Adams Pond Treatment Plant. Service Technicians were called in on an emergency basis and after a long and detailed inspection identified a crack in the boiler, immediately putting this critical piece of equipment on the fast track for replacement. The manager went on to alert the board that the district was still operating this boiler because of the cold temperatures and that it has been deemed safe to operate for the short-term. However, this condition will not pass Maine requirements and a

new boiler has been ordered. The manager presented a proposal from *Rockport Mechanical* for the sum of \$19,250,00 along with many unacceptable caveats that would put staff in possible safety problems. The board ordered the manager to shop around for better terms and proceed with the replacement.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD completed seasonal shutdown 8 November 2019 and filled the whiteboard with many small projects needed for the seasonal water system, all of which are being completed while the district had time this fall before construction projects/bad weather get in the way. As usual for this time of year, the DD was also inundated with job orders from our customers, mostly regarding winter shut down of buildings off of year-round water mains. The manager reminded the board that this was a very busy time of year for the DD.

In the previous period the DD responded to 24 Dig Safe requests in the previous period which is normal for this time of year and manageable.

- a. **New Building Status Report** –On 23 October 2019 the manager reported that he had met with the Boothbay CEO and after reviewing district plans and designs it was recommended to the district that the district appear before the planning board on 20 November 2019 for a pre-application hearing. Both representatives from *Dirigo Engineering* and the manager would be present for this presentation.
 - b. **New Replacement Vehicle** - No change in status.
9. **5 RIVERS REGIONAL WATER COUNCIL** –The manager reported that on 25 October 2019 the board met in Topsham and many issues were discussed, chief among them, creating an unobstructed corridor from Topsham to Nobleboro and the Boothbay Region. Great Salt Bay Sanitary District, Wiscasset Water District and the Boothbay Region Water District would be on the agenda of the board of selectmen in Edgecomb to discuss the overall long-range plan for the Boothbay Region as well as the benefit of incorporating this municipality in any of the three aforementioned water district’s territories.
 10. **LAND ACQUISITION UPDATE** – Nothing new to report.
 11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
 12. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that since the previous meeting the Massachusetts Road Association had signed a contract with the district to install a 1,000 ft., 6-inch HDPE year-round water main, replacing the sub-standard 2-inch private water main currently installed. The district has received the full \$24,319.39 in payment. E. M. Wood Construction is targeting 2 December 2019 as the start date with materials ordered and to be delivered to the construction site directly. The manager recommending that the board issue a notice to proceed with the main installation as all prequalification measures had been completed. The board issued a notice to proceed with the main extension.

Trustee Climo motioned, Trustee Anthony second, vote unanimous

13. **AFFORDABLE HOUSING PROJECT** — The manager reported that on 4 November 2019 he received an inquiry concerning the level on involvement the district had expended on this project to-date from Trustee Blakeslee, which was copied to the board electronically with hard copy presented to the board that evening.

On 7 November 2019 I attended a meeting with the Boothbay Harbor Sewer District (BHSD) Superintendent, the Boothbay Town Manager and the site supervisor for the project. The project is still in the planning stages with work to maneuver around Boothbay Harbor's subdivision rules and regulations. The manager informed the board that the district was still early on without a final plan to hone any estimates, or a schedule to complete any work. The manager then reported that he and the Boothbay Harbor Sewer District (BHSD) Superintendent had been requested to be in attendance at all future planning board meetings to be available to answer any and all questions concerning the utilities participation with the project.

14. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – The manager informed the board that the weights were in and in the custody of *Fuller Marine* and the pipe was on-hand. The district was reported to be waiting for a window of time for installation and because of the tight working space by the bridge, had yet to bring our materials for construction on-site. The manager was anticipating a mid-December 2019 installation of the new main.
15. **SQUIRREL ISLAND (SI) WATER MAIN** – The manager reported that the district had met with SIVC personnel and the Maine Public Utilities Commission (PUC) at PUC offices in Augusta on 30 October 2019. The entire story was laid out to PUC staff including addressing the fears of Squirrel Island Village Corporation (SIVC) concerning the SIVC owning what is already theirs, their water system. The district was still awaiting further guidance from PUC over the turnover date.

Concurrently the Maine Drinking Water Program (DWP) was reviewing the status of the SIVC and would be notifying SIVC as to their classification and regulations they will be expected to attain.

16. **GRANDVIEW AVENUE WATER MAIN UPGRADE PROJECT** –Nothing new to report
17. **CAMERONS POINT EASEMENTS AND MAIN RELOCATION** – The manager reported that the district was looking to move the existing seasonal water line on Camerons Point in Southport due to issues over delivery, statutory rights for delivery and expansion to new customers. The distribution foreman had made contact with all owners of whom we would need an easement and the manager reported he would be meeting with attorney Chip Griffin in the near future. It was the managers plan that the leg work be completed this winter allowing the DD to rearrange the water main before seasonal turn-on in 2020.

18. The meeting was adjourned at 1912 hr.

. *Trustee Climo motioned, Trustee Anthony second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

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