

# **SOUTHWEST HARBOR WATER & SEWER DISTRICT**

Approved Minutes

Board of Trustees Meeting

Thursday, March 24, 2016

Town Hall meeting Room, 6:00 PM

## **Item 1: Open meeting; Roll call & attendees.**

Meeting was called to order at 6:03 pm. Attending were Board members Don Lagrange, Jim Geary, and Jim Vekasi; District Manager Steven Kenney; Town Finance Officer Tabbetha Newenham; and visitor Lydia Goetze.

## **Item 2: Approval of minutes from previous meetings.**

**Don Lagrange moved** that the draft minutes of the February 18, 2016 meeting be approved. Seconded by Jim Geary. Vote 3/0/0.

## **Item 3: Manager's Report; Steven Kenney**

### **A) Personnel, non-executive session.**

Attempts to hire the vacant Utility Field Technician position have not yet been successful. After discussion of alternate position descriptions or pay rates, it was decided to continue recruiting efforts by advertising more widely including trade journals, Bangor Daily News, MD Islander, and Ellsworth American.

### **B) Wastewater Treatment Plant sludge removal update.**

Sludge removal from the plant basins has been completed. Substantially more sludge was present than originally estimated and the total cost was \$70,418.10 as well as substantial overtime, more than the original \$50,000 estimate. Removal of the sludge was an essential step towards rehabilitation of plant operations as demonstrated by dysfunctional aeration and chlorine contact and activated sludge biology dominated by nematodes. The cost of sludge removal will be at least partially offset by decreased sludge hauling due to new thickening methods, savings from decreased aeration and chemical needs, and continued savings due to the vacant position.

### **C) General Wastewater Plant update.**

Tanya G. Hovell from Maine Department of Environmental Protections inspected the wastewater treatment plant on March 17, 2016. The absence of any substantial negative comment was noteworthy.

There have been a number of other accomplishments over the past 2-1/2 months as described in the attached report.

The Board would like to recognize Steven and Dean Tozier for their energetic and effective efforts in rehabilitating the sewage treatment plant. We are aware that the plant had serious deficiencies and will require substantial work to bring it up to standard. However, due to their efforts in the short life of the District so far, tremendous progress has already been made. On behalf of the system users, the Town, and the natural environment, we applaud and thank them for their work.

D) Water Plant SCADA / Filter Project update.

Design work continues on SCADA system with the discovery of a company who can supply compatible actuators and ordering of one to test. Steven was encouraged to prepare an analysis of the expected life of the improvements as discussed at the February meeting to facilitate a discussion with the Town on cost sharing of the cost of this large project.

E) General Water Plant operations, changes update.

The District will participate in the upgrade of water lines on Ledge Road to provide year round service and a fire hydrant. The bulk of the cost will be borne by the resident and the road will be improved as part of the project.

The raw water pumps require re-building to better ensure reliability. Steven has found a vendor who can perform the work on site.

F) Replacement truck. As discussed in previous meetings, the water department truck is in poor condition. Sufficient funds exist in the CIP. Based on the specifications of the quoted trucks, the 2015 Chevrolet was judged to be the best value.

**Jim Geary moved** to authorize Steven to purchase a replacement truck for the water department based on recently obtained quotes. Seconded by Don Lagrange Vote 3/0/0.

**Item 4: Financial report / Warrants; Discuss, Approve, Sign**

- A) Water - #19
- B) Sewer - #20
- C) Payroll - #13 - #17

**Don Lagrange moved** to approve Warrant 13-17 for payroll, Warrant 19 for water expenses, and Warrant 20 for sewer expenses. Seconded by Jim Vekasi. Vote 3/0/0.

Year to date financial reports were not available. The Board requested that financial reports for the next meeting covering the first quarter of the year be made available a few days before the meeting to allow for review.

**Item 5: Old Business;** None

**Item 6: New Business**

**Future meeting dates.** As discussed in January, the normal date for District meetings will be on the second Thursday of each month with adjustments made if necessary. As the next scheduled meeting conflicts with a Town Selectmen's meeting, it was moved to **Wednesday, April 13, 6:00.** Future meeting dates in 2016, all at 6:00 at the Town Office, include:

Wednesday, April 13  
Thursday, May 12  
Thursday, June 9  
Thursday, July 14  
Thursday, August 11  
Thursday, September 8  
Thursday, October 13  
Thursday, November 10  
Thursday, December 8

**Item 7: Executive Session;** None

**Item 8: Meeting Adjournment**

**Don Lagrange moved** to adjourn the meeting at 8:20 pm. Seconded by Jim Geary. Vote 3/0/0.

Submitted,



Jim Vekasi, Clerk, Southwest Harbor Water and Sewer District

**Attachments:**

District Manager's Wastewater Treatment Facility Report dated March 24, 2016

Maine DEP Inspection Report dated March 18, 2016

Other handouts from meeting

Approved at 4/18/2016 meeting

Vote 3/0/0 passed.



Jim Vekasi  
Clerk