

SOUTHWEST HARBOR WATER & SEWER DISTRICT

Approved Minutes of Board of Trustees Meeting

June 9, 2016

Town Hall Meeting Room

Item 1 Convene meeting

Meeting was called to order at 6:01 pm. Attending were Board members Don Lagrange, Jim Geary, and Jim Vekasi; District Manager Steven Kenney and visitor Lydia Goetze.

Item 2 Approval of minutes from previous meetings

Don Lagrange moved that the draft minutes of the May 13, 2016 meeting be approved. Seconded by Jim Geary. Vote 3/0/0.

Item 3 Visitors to be heard.

Lydia asked that we publicize the regularly scheduled time of our meetings to better allow the selectmen and public to attend. Our regular meeting time is 6:00 on the second Thursday of each month. Regular location is the Town Office.

Item 4 District Manager's Report

Water

- Our insurance claim for the water intake line breakage has been approved with the exception of a few items awaiting invoices. When received, the funds will be credited to the operating accounts in which they were originally expended.
- Work on the proposed new SCADA system continues. We have purchased and received one new actuator that was set aside as a spare by the supplier when the plant was constructed and Steven and the designers have come up with a way to use currently available actuators work for our 3-way valves without voiding their warranty.
- All the hydrants in Town have been inspected and, where possible, opened to flush lines. A number of problems were found and reported to the Fire Chief. A copy of Steven's memo to Chief Martel is attached. Some hydrants were repaired, but several will require replacement.
- Due to operational changes, chemical usage is down for both pH adjustment and disinfection.
- The new truck for the water division has been purchased and delivered. It is time to dispose of the old one.

Don Lagrange moved that the replaced water truck be declared surplus and that Steven be authorized to implement disposal. Seconded by Jim Geary. Vote 3/0/0.

Sewer

- Due to operational changes, sludge hauling is way down from last year – from about four loads per month to less than one. This will result in substantial savings. At the July meeting, we will consider what level of competition is appropriate for a sludge hauling contract.
- Chemical usage for pH adjustment of effluent is up due to better monitoring of pH.

- A structural engineer has taken a first look at the rusting rebar and concrete spalling in the pre-cast T-beams at the Sewage Treatment Plant. While not an emergency situation, the condition will require remediation. We will be asking the engineer to prepare a report and recommendations.
- Steven is pursuing prices for the replacement grinder.

Personnel

Steven has received some applications from the continuing on-line recruitment efforts and will be checking references.

Item 5 Financial report

Renee Atwater provided summary and detailed financial reports for the first five months of FY (and CY) 2016. Discussion included:

- The Board expressed gratitude to Renee for the comprehensive financial reports and requested that she add a new accounting line item in both the Water and Sewer records for Capital Improvement Program and move the budget and expenses from the current location under 5000, Misc, in the Water account and under 4050, Sewer, in the Sewer account. (Repeated from May meeting.)
- The Board also requested that Renee routinely include a report showing the check book balances of Water, Sewer, Water CIP, and Sewer CIP. (Repeated from May meeting.)
- If convenient under the TRIO system, inclusion of a report comparing current year income and expense to previous year income and expense would be useful. (Repeated from May meeting.)
- Renee and Steven are implementing the plan to combine the Water and Sewer checking accounts while keeping the financial accounts separate.
- The water division is close to budget on the current report and will be below budget once the insurance settlement is received. The one-time payments for leave accrued by former Town employees have been offset by savings from the vacant position and other costs are at or below budget. We are still anticipating a major expenditure for the SCADA system with costs shared between the Town (for equipment with a life of twenty years or more) and the District.
- The sewer division has had to absorb substantial unanticipated costs for sludge removal exceeding \$70K, numerous other deferred maintenance items, the un-budgeted \$28K final payment for clarifiers, and the need for substantial professional services and staff overtime. It has been and will continue to be necessary to carefully monitor cash flow and the Town has graciously agreed to accept their debt payment in the latter part of their fiscal year which will put it into the District's fiscal year 2017.

Item 6 Approval of Warrants

Don Lagrange moved to approve Payroll Warrants 35, 36, 38, and 39, Water Warrant 40, and Sewer Warrants 37 and 41. Seconded by Jim Geary. Vote 3/0/0.

Item 7 Old Business.

Steven is continuing to discuss the State's Notice of Non-Compliance issued for a missing test result. As the problem was due to their handling of the sample, Steven is justifiably reluctant to publicly report this as a non-compliance problem with the accompanying problem of industry and public concern. The Board supports Steven's position.

Item 8 New Business.

- Don reported that the Town plans to improve a portion of Lower Main Street for pedestrians and bikes. Improvements will include utility work that would replace water valves and re-locate twelve water services from the old 6" line to the newer 12" line. They have funded design and plan to submit a MDOT grant request.
- Acadia National Park has contacted Steven with a request to abandon a water tank located within the Park boundary on Flying Mountain near the Fernald Point field. Steven and Jim will look at the situation and discuss alternatives.

Item 9 **Executive Session.** None

Item 10 **Date of next meeting**

The next meeting will be on our regularly scheduled second Thursday of the month on Thursday, July 14, 2016. 6:00 pm.

Item 11 Meeting Adjournment

Don Lagrange moved to adjourn the meeting at 7:48 pm. Seconded by Jim Geary. Vote 3/0/0.

Submitted,



Attachment:

Memo from Steven Kenney to SWH Fire Chief Jack Martel

Approved at 7/14/2016 meeting
Vote 3/0/0 passed.



Jim Vekasi
Clerk

Copy

SOUTHWEST HARBOR WATER & SEWER DISTRICT

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Southwest Harbor, ME 04640

Steven Kenney, District Manager

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May 26, 2016

Chief Jack Martel
Southwest Harbor Fire Department

Dear Jack,

Please be advised that we recently flushed hydrants around town and found the following hydrants to be nonfunctioning;

Only hydrant on Fernald Point Rd., (not the one on the intersection of Main & Fernald)
Hydrant by Chris's Pond Rd. & Main St.
Hydrant at the end Robinson Rd., (not Robinson Hill Rd.)
Hydrant on Seawall across from the Seawall Hotel
Hydrant on Sewall in front of Island Landscape

We have since repaired the hydrant by Chris's Pond and Fernald Point Rd. We are planning on repairing the rest of the list in the next couple of weeks.

The following hydrants have serious leakage and spray problems;
Hydrant on Long Pond Rd. by Lee Worcester, (old style Iowa)
Hydrant on Long Pond by Rusty Reed, (old style Iowa)
Hydrant on Shore Rd. in front of the Docksider by the Mansett Pier. (the "Snoopy" hydrant)

We will have to replace these as time and funds allow.

To make hydrant identification easier, we will be numbering the hydrants. Painted numbers will be on the front of the hydrant under the 4 ½" steamer nozzle, when possible.

To better prepare and enhance firefighting and decision making in the field, we want to start color coding the hydrants using National Fire Standards by painting the right hand 2 ½” caps so you and your crew can quickly identify higher flow hydrants. This is especially helpful where there are two different size mains running parallel down the same street. This will start as manpower constraints allow. The color code will be as follows;

Red, under 500 gpm
Orange, 500-999 gpm
Green, 1000-1499 gpm
Blue, 1500 gpm and better

Since our hydrants are orange, we will use an off shade of orange to identify flows in the "orange" range. If a hydrant is all one shade of orange, or all red, it has not been coded yet.

If your Department knows of any area in Town that "needs" a hydrant, were water mains are available, or "dry" hydrants need to be installed for drafting, please let me know and we will try to accommodate your request as funds allow.

Just for an "FYI", we had a request from the new owners of the former "Fiddlers Green" on Main St. to shut off their fire sprinkler line. The have removed the system and no longer desire to use it as a restaurant.

Thank you for your time,

Signed

Steven Kenney
District Director