

24 April 2007

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 10 APRIL 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston, Jon Ziegler, Manager. Guest: Mr. Jason Harris, Partner, JJR Associates. Absent: Trustee Carter (Clerk), Trustee Curtis (Treasurer), Administrative Manager (AM) Bob Raudenbush.

1. The minutes of the 27 March 2007 trustees meeting were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 19, 20 & 21 were approved.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
3. The manager reported Dirigo Engineering was awaiting good weather to complete the design for the Reed Road loop and the remaining work. The manager went on to report depending on the cost estimate, and an analysis by the AM upon his return, the project was very possible for this 2007.
4. The manager reported the AM had worked 1/3 days on occasion. The board was informed the manager had instructed the AM to limit his hours severely until medically cleared. The AM was reported to be in very good spirits and recovering well. It was anticipated the AM would return to full-time service within the next two to four weeks.
5. The manager reported the district had received the required Federal Communication Commission (FCC) license to operate the Knickerbocker Lake Intake. It was reported the district had been in contact with Wright-Pierce Engineering and had coordinated training with all vendors and staff. Start-up was scheduled for the week of 14 May 2007.
6. Trustee Pinkham inquired of the manager the status of the Route 27 project. The manager responded that Wright-Pierce had been notified the previous week that a possible problem in qualifying for grant money from the United States Department of Agriculture, Rural Development (RD) existed. The manager went on to explain RD had a problem with the project because the district's (sewer and water) were being reimbursed by the town of Boothbay for the cost of this project. The manager reported a meeting between the district, Wright-Pierce, Boothbay Harbor Sewer District and the town of Boothbay time during the week of 23 April 2007 with RD to discuss this. In addition the manager reported there would be a public meeting concerning this project that evening at the Boothbay town hall.
7. The manager reported he had had no further contact with Dave Libby concerning the Verizon proposal for a new telecommunications tower at the districts' location. The manager was instructed to keep the board informed as to the status of this project.

8. The manager reported no substantive change in status with Maine In-Stream Flow Rule currently being considered by the Legislature. The manager reiterated he was preparing for regulation and had been in discussion with both the Bath Water District and Great Salt Bay Utilities District to see if a regional approach could be devised prior to Maine Department of Environmental Protection (DEP) intervention.
9. The manager reported no change in status with the GIS project. He went on to report the project was at somewhat of a standstill until the AM reported back for full-time duty.
10. The manager reported there was no change in status of road opening permit regulations with the town of Boothbay. There was much discussion as to the town of Boothbay's unique and stringent application of road opening policies as compared to more progressive communities within the state. Trustee MacPhee asked the manager to inquire of Geoff Hole if statute or case law had changed from his previous report concerning this issue.
11. The manager reported he had discussed the disposition of the Boothbay Fuel Depot agreement with the town manager of Boothbay. It was reported nothing new had been done with this initiative. It was further reported the town manager would like the AM to be involved in the formulation of a new policy and was awaiting his return as well. The board accepted this explanation by the town of Boothbay and concurred the AM's input would be of value concerning this effort.
12. The manager reported the district had taken custody of the replacement vehicles 29 March 2007. They vehicles were reported registered and insured. The pick-up was in process of being "rhino-lined" while the utility truck was being fitted with the reconditioned utility box.
13. The manager reported on 9 April 2007 he met with the Boothbay board of selectmen to discuss the Adams Pond Culvert project. The manager told the board that he had relayed their concerns over the late changes in the project. The manager reported the Boothbay selectmen questioned the projects design. It was reported the board selectmen decided they wanted analysis of the difference between the costs of a steel culvert vs. a concrete box culvert. The board of trustees to authorized Dirigo to perform the minimum to answer the board of selectman's questions.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
14. The manager reported the activation of the seasonal system was hampered due to the unseasonably cold and snowy weather. The manager reported the district would make every attempt to complete turn-on in an expeditious manner but was developing a contingency to contact the Maine Public Utilities Commission (PUC) if it was going to be later than 1 May 2007 for start-up.
15. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Sunset Acres – No change in status

Dora Highlands – The manager reported the project was at a standstill due to funding problems.

Boothbay Country Club – see above

16. The manager reported Mr. Jeff Dimauro, Farnham Point Road, East Boothbay requested the district pay for repairing his property claiming the draining of the East Boothbay standpipe during November and December of 2006 caused a culvert to freeze and then thaw on 1 April 2007. When the culvert thawed a large volume of water was released in a short time. The manager informed the board he had referred the claim to the Maine Municipal Association (MMA) for resolution. Preliminarily the district was not found to be at fault and was considered immune. The board informed the manager to keep them informed of this claim if the status changed.
17. The manager relayed on 6 April 2007 the district underwent an insurance inspection by MMA. It was reported the district did well. However, there were some administrative that were identified during the inspection which were reported already being addressed. The manager went on to inform the board as a result of this inspection, he was reassessing the use of chlorine gas as the primary disinfectant. The manager stated he was gathering information for switching to sodium hypochlorite and was preparing a presentation for the board to consider at a later date.
18. The board voted to go into executive session to discuss personnel matters at 1505 hr.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
19. The board voted to come out of executive session at 1510 hr.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
20. The meeting was adjourned at 1511 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler, Manager