

24 June 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 10 JUNE 2008**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Robert Bradley, Boothbay; Mr. Gary Arsenault, Northern Lights Electric; Mr. Neal Reny, Reny Construction; Mr. Aldan Jordan, Jordan Construction; and Ms. Sue Mello, Boothbay Register. Absent: Trustee MacPhee, (Vice Chair), Trustee Carter (Clerk).

1. Trustee Pinkham opened and read the bids for the East Boothbay Standpipe Demolition project. The bid results were read, the manager was instructed to review the bids for completeness and recommend to the board which contractor, in his opinion would provide the best value for the district. The bids are as follows with final determination of a contractor scheduled for the 24 June 2008 meeting.

Eastwood Contractors, Inc., Brewer, ME	\$10,750.00
All Industrial Services, Youngstown, OH	\$13,394.00
Iseler Demolition Inc., Romeo, MI	\$15,500.00
N. Reny Construction	\$49,990.00
Chesterfield Associates Inc., Westport, ME	\$50,000.00

2. The minutes of the 27 May April 2008 trustees meeting were approved with revisions.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
3. Warrants 31, 32, 33 & 34 were approved.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
4. Trustee Pinkham recognized Mr. Aldan Jordan who provided the board with a proposal for the district to pay him an additional \$8,170.50 he alleged the district still owed for services rendered during the Reed Road Water Main project completed fall 2007. After several minutes of discussion the board took the proposal and instructed the manager to research the validity and to provide the board with a recommendation at the next trustees meeting.
5. The manager reported the Vi Lee project was completed by N. Reny construction to the satisfaction of Wright-Pierce and Ms. Lee. The district was provided with a release agreement signed by Ms. Lee. The manager reported that this matter was now closed.
6. The manager reported that as directed he had provided the Southport board of selectmen a letter outlining the district's concerns over the unprecedented water use by the town of Southport thus far in the season. The manager showed the board an illustration showing the use of Southport and how it has affected production levels of the district. The manager estimated that if current usage did not decline the town of Southport would register a bill of estimated \$75,000.00 for the current quarter.

7. The manager reported the ammonium sulfate pilot project was working well and that the he would be providing the board a cost-benefit analysis by the next meeting with action to be completed only when the trihalomethane and haloacetic acid monitoring returned showing no change or favorable outcomes.
8. The manager reported that the Knickerbocker Lake Intake was brought on-line and failed, this time due to a suspected programming error caused by AEC engineering, which was asked to respond and would not do so unless provided money up-front. The manager reported he discussed the situation with Wright-Pierce Engineering, explained that this was a warranty item with the generator installation and requested EII engineering correct the problem. EII was reported to be scheduled to complete the repairs and bring the system on-line
9. The Cemetery district project was awaiting valves to be provided to be completed. Trustee Curtis asked why the valves were taking so long to arrive with the manager responding it was because they had to be specially ordered.
10. The AM reported the budget remained on-track for this year.
11. The manager reported no new developments with the in-stream flow rule.
12. The manager reported the district received word the job creation component for the Sea Street community development block grant (CDBG) has been accepted by the state and that the public notification period had closed. The manager went on to relate the Maine department of economic and community development (DECD) was arranging with the town a time to sign the grant paperwork. On 6 June 2008 the district submitted the state revolving fund (SRF) application which was brought to the board of the Maine Bond Bank this week. The manager and AM reported there was some discussion with the bond bank as to the district's desire to amortize the \$180K +/- on a 30-year note rather than a 10 or 15-year note. The manager told the board that he and the AM had explained to the bond bank that it was the district's intent to keep rates down and that the district was retiring two notes from the bond bank totaling around \$12,000/per year and that the new note would just replace that debt.
13. The manager reported the letter presented as a draft at the last meeting was sent with minor revisions to the Knickerbocker Group last week commenting on the Linekin Bay Resorts project. The manager reported he was asked by the Boothbay Harbor planning board to attend the 11 June 2008 meeting concerning this project. The manager intended to provide a copy of district requirements and remind them that even though the district is available for any and all of their deliberations, the process of water district approval is independent of town approvals and moves in a parallel process. The board of trustees concurred with this strategy.
14. The manger reported that a \$10,000.00 grant had been approved for the master plan update and that the request for proposal would be going out soon.
15. As directed, staff provided the board with background information concerning meter downsize requests for Trefrey, Rapeley and Dolloff. After careful consideration, the board approved all requests.

Trustee Curtis motioned, Trustee Marston second, vote: unanimous

16. The board approved a request by the manager to participate with land-owners in the Red Hawk Reach subdivision for a 1040 foot water main extension replacing an existing 2-inch galvanized water main and providing two new fire hydrants. The districts portion would be for contracted services of \$11,130.00. The board made the project contingent on the ability of the district to obtain easements over private property in which the main would have to traverse.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
17. The manager was instructed to update the district pamphlet.
18. The meeting was adjourned at 1512 hr
Trustee MacPhee motioned, Trustee Curtis, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager