

25 March 2008

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 11 MARCH 2008**

The Board of Trustees convened at 1400 hrs. In attendance Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegra, Manager. Guest: Mr. Geoff Smith, Assistant Code Enforcement Officer, Boothbay. Absent: Trustee Pinkham (Chair), Trustee Carter (Clerk), Bob Raudenbush, Administrative Manager (AM).

1. The minutes of the 26 February 2008 trustees meeting were approved with revisions.  
*Trustee Marston motioned, Trustee Curtis second, vote: unanimous*
2. Warrants 13, 14 & 15 were approved.  
*Trustee Marston motioned, Trustee Curtis second, vote: unanimous*
3. Trustee MacPhee recognized Mr. Smith who provided the board with a report listing the town of Boothbay activities within the watershed with regards to water quality protection and building permits. The situation at the town landing at Knickerbocker Lake was discussed as well as the very quiet season for building permits. The Vintage House and the construction being completed at that location were also discussed. Mr. Smith informed the board that he would be keeping a very close eye on this project.
4. The manager reported that he had reviewed the bids for the replacement vehicle and recommended the district accept the bid of \$19,378.00 from Wiscasset Ford. The board concurred and authorized the purchase of the 2008 replacement vehicle from Wiscasset Ford.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
5. The manager reported Wright-Perce was working on a solution to the Vi Lee complaint on Beath Road in Boothbay Harbor.
6. The manager reported on the status of winter maintenance for the treatment plant. The raw water influent valve for treatment unit #2 was reported to be on site but not installed. The manager explained this was due to sub-contractor unavailability for pneumatic and electrical hook-up. This connection was now rescheduled for the week of 18 March 2008. The manager went on to report the ceiling of the treatment plant was in the process of being painted and looked acceptable. The "smart energy" grant the district received was reported to be expended. The Adams Pond Road facilities now had energy efficient and programmable thermostats and new high output, high efficiency lighting installed in the distribution garage.
7. The distribution division was next discussed. The manager reported the distribution crew was getting caught up on residential meter testing and beginning to gear up for seasonal turn-on.

8. The manager next discussed the status of the new Chapter 587 in-stream flow rule implementation and its ramifications for use of Adams Pond. On 29 February 2008 the state steering group working on the implementation of this rule met. The state is reported to be working a data gathering request for affected districts. The manager again told the board the definition on “design capacity” remained a heated issue.
9. Trustee MacPhee tabled any discussion of potential rate increases for fire protection for the town of Southport until later in the season after the manager has determined a proposal for consideration.
10. The manager reported all of the repairs and installations for the Knickerbocker Lake Intake were complete. At the time of the meeting DeZurick was completing repairs on the Knickerbocker lake effluent valve located at the Adams Pond raw water pump station.
11. The manager reported nothing new with the East Boothbay Tank Demolition project.
12. The manager reported on the status of the Sea Street community development block grant (CDBG) and state revolving fund applications (SRF). It was reported that the CDBG application was submitted, minus the Boothbay Harbor Shipyard financial submission, to the Maine Department of Economic and Community Development (DECD) on 7 March 2008. In addition the SRF application was prepared in-house and delivered to the Drinking Water Program. The manager reported he was awaiting further instructions or data calls from the state.
13. The manager reported that the Dora Highlands project was moving closer to acceptance. The manager reported the district was still waiting for easements on the property. The manager reported he met with Mr. Harry Kelley, the developer, on 7 March 2008. After this meeting the district did receive a proper set of “as-builts” and a verbal commitment on the \$2,506.02 still owed for inspection services. The manger relayed a message from the developer that he wanted to “wrap this up this week”.
14. The manager provided the board with a letter he wrote on 27 February 2008 to the Knickerbocker Group stating the district had the capacity to serve the proposed Linekin Bay Resort. Trustee Curtis expressed reservations about the existing main to Lobster Cove and instructed the manager to address his concerns with the design engineer during the preliminary design phase for the water main extension.
15. The manager informed the board he had been approached verbally concerning a seasonal main extension on Ocean Point to develop the property behind the *Stone Chapel*. The manager reiterated that this was not official and as a more concrete concept was proposed he would bring it back to the board.
16. The manager reported the water quality remained poor with high turbidity, low pH and elevated manganese levels. To date, the manager reported no customer complaints. The board instructed the manager to keep them informed as to the raw water quality situation.
17. Trustee Marston moved to table discussions until 25 March 2008 trustee meeting on the Chanel 7 documentary to be made about the water district. He instructed the manager to forward the comments and suggestions made concerning this project by Trustee Curtis and the manager to him via e-mail. Further discussion was tabled.

18. Trustee Marston requested the concept of lengthening the season on the fall end be put on the agenda in April after the manager has been given time to provide the “pros and cons” of this concept. This agenda item was made as a response to many commercial requests for extending the fall shoulder season to meet the changing tourist demand for services. The board gave the manager a month to research the issue.
19. The manager provided the board with an accident report dated 27 February 2008 where Mr. Clark Perry of Belgrade, Maine lost control of his pick-up truck and destroyed the district’s fire hydrant on Middle Road in Boothbay Harbor. The manager did report that excessive speed, alcohol nor negligence caused the accident rather poor weather conditions were blamed. No injuries or major vehicle collision damage was reported. The manager went on to inform the board that the repair costs will be covered by Mr. Perry’s insurance with the repairs being deferred until after seasonal turn-on. The Boothbay Harbor Fire Chief was reported to be aware that that hydrant was out-of-service.
20. The meeting was adjourned at 1437 hr  
*Trustee MacPhee motioned, Trustee Curtis, vote: unanimous*

END OF MINUTES

Respectfully Submitted,  
Jonathan E. Ziegler,  
Manager