

25 September 2007

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 11 SEPTEMBER 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegra, Manager, Administrative Manager (AM) Bob Raudenbush. Guest: Geoff Hole Esq. Bernstein, Shur, Sawyer and Nelson. Absent: Trustee MacPhee, (Vice Chair), Trustee Carter (Clerk)

1. The minutes of the 28 August 2007 trustees meeting were approved.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 51, 52 & 53 were approved.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
3. The board went into executive session in accordance with 1 M.R.S.A. § 405(6) (E) at 1405 hr.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
4. The board came out of executive session at 1502 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
5. Trustee Pinkham noted the Boothbay assistant code enforcement officer (ACEO) was not present to make his monthly presentation to the board.
6. The manager reported the generator preconstruction meeting was held 30 August 2007 with Express Electric and Wright-Pierce Engineering. The generator is due to be installed in October/November. The contract documents were signed and treatment staff was included in the meeting.
7. The manager reported on 5 September 2007 Wright-Pierce was present for continued testing of the Knickerbocker line. Among the problems found it was determined the valve at the raw water wet well on Adams Pond is not closing correctly. The manager went on to let the board know the representative of the valve manufacturer had been contacted but no date for repair and further operator training has been set. The manager stated the Knickerbocker line appeared to have defects causing pressure loss. In attempting to correct this problem the records were searched for pressure testing results and "as-built" drawings for this main when installed in 1991. To date, the manager reported, none had been found. The manager reported that EJP was on-site performing a leak detection survey attempting to find the source of the rapid pressure loss.

8. Trustee Pinkham inquired as to the status of the Reed Road project. It was reported the pre-construction meeting was completed on 29 August 2007 and contract documents were signed at that time. The manager reported H. Crooker was presently grinding the road under the supervision of Boothbay Harbor Public Works Director. The manager reported he had gone door-to-door discussing the project. The manager reported the construction, including blasting, was set to begin 17 September 2007 with the road being shutdown during that time frame.

On 10 September 2007 Trustee Curtis, Trustee Pinkham and the manager presented an outline of the project to the Boothbay Harbor board of selectmen, as approved by the town manager and Public Works Director, with completed road opening permit. The Boothbay Harbor Code Enforcement Officer objected publicly and described that the district had not obtained planning board approval. In light of this Trustee Curtis and the manager will be meeting with the Boothbay Harbor Planning Board on 12 September 2007 to clarify any outstanding issues.

9. The manager reported the town of Boothbay is keeping Adams Pond Road closed to through traffic until such time as to the town paves and reinstalls guardrails in the culvert area. The manager reported that this is causing very little disruption to service and has improved safety in the treatment plant area. The town of Boothbay has assured the district the road will be opened the week of 17 September 2007.
10. The manager reported on 29 August 2007 Dirigo Engineering toured the East Boothbay Standpipe site. Since then it has been determined that the lead paint is a non-issue because it is bound to the surface of the steel and will be dealt with in the scrapping process. The current, most cost effective way to take the tank down is to knock it over. The AM is researching the deeds to ascertain ownership issues.
11. The manager reported the new sodium fluoride system was up and running and the district was now in full compliance. Trustee Pinkham was satisfied this project was complete and instructed manager to remove it as an agenda item.
12. The manger reported Verizon is moving forward with plans to construct the tower and will presenting to the town, a plan in the near future. All of the necessary paperwork requested of the district is complete and in Verizon's hands.
13. The AM reported the GIS data gathering is in full swing with the data on valves continued to being gathered. The AM is providing the manpower creating the data-base while staff is collecting field data. The project appears to be well within budget and on-track.
14. The AM reported training for the accounting software was continuing. At present the billing software is running concurrent with the existing software. The date for going "live" was reported to yet to be set. Staff training remains at four days per month.
15. The AM reported that in review of the budget the district seemed to be in acceptable health. Projected revenues for the year were running 13% over budgeted projections while expenses remained 6% below projections.

16. The manager reported the effort to obtain a community development block grant (CDBG) for replacing the Sea Street water main. The manager reported he had interviewed a few grant writers and selected Lincoln County Economic Development as the best fit. On 4 September 2007 the manager reported he met with Dirigo, the town and the Boothbay Harbor Boatyard. The manager informed the board that he had authorized Dirigo to complete the design for Sea Street citing that it will be needed in the future and having a completed design scores points in the grant writing process. Trustee Curtis requested the town of Boothbay Harbor board of selectmen be kept up-to-speed with this project into the future.
17. The manager had no new information concerning the various subdivisions currently in construction.
18. The manager reported he had talked with the town manager of Boothbay that morning and talks concerning the funding formula for the Boothbay Region Fuel Depot would begin again at the end of the month.
19. The manager reported the district had been given a very tight schedule for completing piping upgrades on High Street in East Boothbay; the manager enclosed a letter from the town manager dated 5 September 2007. The manager praised the district distribution crew for moving so quickly to complete this project and alerted the board that there may be weekend overtime required to meet the town of Boothbay tight schedule.
20. The AM presented the board with the contract with M.W. Sewell for the 2007/2008 heating oil contract. The district will be required to pay \$2.229/gallon for the upcoming heating season.
21. As directed the manager provided the board with a draft sign for the Knickerbocker Intake warning the public to keep out of the intake zone. The signage was approved with revisions.
22. Trustee Pinkham tabled further discussion on changing the time of the trustee meetings until such time as more trustees were available to discuss. The manager was instructed to keep this an open agenda item.
23. Trustee Curtis suggested the board revisit the district's priority list at the next meeting. The board agreed and instructed the manager to include this on the next agenda.
24. The meeting was adjourned at 1455 hr.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager