

26 January 2010

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 12  
JANUARY 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Greg Ireland, Inspector, Dirigo Engineering, Ms. Sue Mello, Boothbay Register. Absent: Trustee Carter (Clerk).

1. The minutes of the 22 December 2010 trustees meeting were approved.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
2. Warrants 09-75, 09-76, 1 & 2 were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
3. The board acted on the following:  
*“To certify and commit to the treasurer of the Boothbay Region Water District a list of water rates established by the Boothbay Region Water District and approved by the Maine Public Utilities Commission for locations required by local and Maine law to pay a water rate to the district, for the period from 1 January 2010 through 31 December 2010, and as reflected in the district’s billing register for the same period. The treasurer is hereby required and authorized to collect amounts listed and interest as approved annually by the board by any means legally available under the law.”*  
*Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous*
4. The manager introduced Mr. Ireland who presented the board with a breakdown on current activities for the East Boothbay Water Main Replacement Project. The following milestones were reported:
  - a. The contractor had installed a 8” valve at the intersection of Lincoln Street and Rt. 96;
  - b. A 6” by 12” valve assembly has been installed adjacent to the East Boothbay Post Office;
  - c. Water main has main has been installed from Lincoln Street to School Street including the river crossing, including a 12” valve per field order #3;
  - d. Blasting continued on Route 96 south of the east Boothbay General Store;
  - e. The Church Street valve assembly has been installed with the School Street assembly to be installed shortly.

The manager reported the district had received an additional complaint from the East Boothbay General Store for alleged damage sustained during blasting operations.

On 30 December 2009 construction meeting #1 was held. The minutes were included in the manager’s report. The manager explained the district foreman was assigned to patrol the road during weekends to ensure they were passable. The cost to the district was minimal overtime hours and would continue for the duration of the project or when it was practical to discontinue.

It was reported the Army Corp of Engineers did approve the channel crossing causing no delay in the project. The district had received two complaints thus far; a town of Boothbay plow truck was slightly damaged and there was some plaster damage at the East Boothbay General Store. Mr. Ireland informed the board of a planned water service shut-down of School Street for 13 January 2010. This was to allow the new main cross the existing School Street main without the fear of a main break.

5. The AM presented the financial picture to the Trustees. The 2009 budget finished within parameters
6. The manager reported that HAZMAT and required refresher training was scheduled for 27 & 28 January 2010 with Greg Kidd, Northeast Water and Wastewater Training. In addition the normal HAZMAT refresher, an Emergency Response Plan (ERP) drill, fire extinguisher training and confined space entry procedures were going to be reviewed.
7. The manager reported on the treatment status of the following:
  - a. Treatment Plant Operations – The plant is running at very good efficiency with very low flows (between 200,000 and 300,000 gallons per day).
  - b. Sodium Hypochlorite –The project was completed on 5 January 2010 and went fully operational on 6 January 2010. So far the system was working better than expected with little to no operational problems. The treatment staff was reported to be monitoring the system very closely. The remaining chlorine gas system was sold the Putnam Water District (Putnam, Connecticut) for a \$1,000.00 credit with Sullivan and Associates. The manager reported he was putting a YouTube video together of the installation to link at the district's website.
  - c. LT2 Monitoring – Last colony counts was 0, we still remain below average.
8. The manger reported that the year-end meter testing report listed 310 meters where tested with a 28% failure rate. Work continued on the construction trailer with it being completed that date. Winter operations and maintenance continued. The board was reminded that the crew would be attending pipe welding certification in February.
9. The manager reported he was working on a data call from the Drinking Water Program concerning the Chapter 587 permitting for Adams Pond. This was followed by a brief discussion of the goals and objectives of the district with regards to this process.
10. The manager reported on legislative issues he was currently working in where he had testified “neither for nor against LD 1577 *An Act Concerning the Establishment of Water Levels* heard by the Natural Resources Committee the previous Friday. The rule was a substantive change in DEP procedure making complaints concerning lake water levels regulated by a dam handled within the DEP and not at the Board of Environmental Protection in a costly formal hearing. It also set scientific and substantive standards for a citizen complaint, deleting emotion from the official argument.
11. The manager reminded the board of the February Trade Show.
12. Trustee Marston informed the board he would not be present at the next trustee meeting.
13. The meeting was adjourned at 1950 hr.

14. *Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager