

26 May 2009

MEMORANDUM

From: Manager  
To: Board of Trustees

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

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston, Trustee Carter (Clerk), Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Thomas Woodin, Town Manager, Boothbay Harbor; Mr. John Anderson, Town Manager, Boothbay; Sue Mello, Boothbay Register; Ms. Nell Tharpe, East Boothbay. Absent: Trustee Curtis (Treasurer).

1. Trustee Pinkham was elected Chairman for 2009/2010.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
2. Trustee MacPhee was elected Vice-Chairman for 2009/2010.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
3. Trustee Carter was elected Clerk for 2009/2010.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
4. Trustee Curtis was elected Treasurer for 2009/2010.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
5. The board voted to go into executive session pursuant to 1 MRSA, Chapter 13, Sub-Chapter 1 §405 (6) (1) at 1905 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
6. The board came out of executive session at 1918 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
7. The board voted to endorse the town of Boothbay and Boothbay Harbor proposal to appoint Mr. Clarence Campbell EMA director for both towns provided personnel issues were discussed and approved by the manager prior to Mr. Campbell being appointed.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
8. The minutes of the 28 April 2009 trustees meeting were approved without revisions.  
*Trustee Curtis motioned, Trustee Carter second, vote: unanimous*
9. Warrants 25, 26 & 27 were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*

10. Chairman Pinkham recognized Ms. Nell Tharpe, East Boothbay who explained a letter she had previously provided the district offering the use of her property (Boothbay Tax Map U-16, Lot 23) for water main installation for the impending construction of the new Bigelow Laboratory facility planned for East Boothbay. The manager explained to the board that this was a very generous offer and would provide the district with some distinct advantageous once the Bigelow project moves forward. The board further discussed the offer with Ms. Tharpe and thanked her for her generosity.
11. The manager reported no significant movement with the water main replacement project for East Boothbay. Trustee Carter led conversation concerning the overall need for the project when and if the project moves forward.
12. The manager reported that he would be meeting with the town manager of Boothbay to set up a meeting with representatives of the Maine Department of Transportation (DOT) to discuss the bill from 2004 for work completed by DOT on Country Club Road. The manager explained that the portion from the district had been expended in 2004. The board revisited the deal made with the town of Boothbay to pay a portion of the “towns share” for the project. The manager refreshed the board in stating due to DOT mismanagement those funds dedicated for Country Club Road reconstruction had been expended in 2004 and were no longer available. Trustee Carter inquired that if there was no written agreement with the town for a portion of the town’s share “what would happen if we did not pay it”. The manager replied that the agreement with the town had been made in good faith and if the DOT had not mishandled the project, sufficient funds would have been available in 2004 to meet the district’s obligations. The manager reminded the board that the town of Boothbay was still responsible for payment. The board instructed the manager to report back in regards to his meeting with the town manager of Boothbay.
13. The AM provided the board with the bi-weekly review of the budget. Revenues were reported to be significantly up due to seasonal billing and were within expected limits. The AM went on to enlighten the board that expenses were at 87% of projected. He cautioned that this may be an aberration in that summer projects had not begun.
14. The manager reported that King and Sons, East Wilton, Maine won the paving contract for the Sea Street project for \$28,600.00. Prep work was reported to have commenced and the project was scheduled to be completed by the next trustee meeting. The manager then shared a claim against the district concerning poor drainage and a rock being picked up by a lawn mower and damaging a garage door. The claim was reported sent through proper insurance protocol.
15. The manager reported the matter between the district and Jordan Construction was settled and a check for \$6,000.00 had been sent, along with an identification release, to attorney Elliot’s office. The manager expected the matter to be closed by the next trustee meeting.
16. The manager reported staffing for the treatment plant was back to full strength following the seasonal turn on. A status report was provided for the following:
  - a. **Ammonium Sulfate** - Project is complete. The system was activated on 7 May 2009.
  - b. **Sodium Hypochlorite** – The project was still in the planning stages. It is the goal to begin this project with the pilot study in late May/early June. The hardware was reported in stock with Sullivan and Associates and the drinking water program was on-board.

17. The manager reported all functions with the distribution division were normal.
18. Knickerkane Bridge was next discussed. The DOT had requested another utility coordination meeting which was scheduled for 15 May 2009 at Wright-Pierce. The manager relayed that this meeting had more to do with Central Maine Power concern. The manager repeated that he was comfortable with the solution previously agreed to with DOT and would report contents of the meeting at the next meeting.
19. The manager had nothing new to report concerning the pending Department of Labor citation.
20. The manager reported that the district was partnering with the town of Boothbay screening Knickerbocker Lake and Adams Pond for nitrate contamination. The manager informed the board ran the first sample on Adams Pond and found a background of 0.30 ppm nitrate which is a normal concentration. The maximum contaminant level (MCL) for drinking water is 10 ppm. The manager went on to explain that the sampling on Adams Pond can be done from shore but the sampling at Knickerbocker Lake requires a boat for which, because of the great distances travelled, required a motor for which the district purchased a 2.5 horsepower Yamaha four stroke outboard motor. The district intended to start the Knickerbocker Lake portion background the week of 18 May 2009. The manager informed the board that the district would be installing buoys at the sampling sites.
21. The manager reported the district began to make preparations for the Montgomery Road/Route 96 water main replacement project. The state road opening permit has been obtained. The tree removal necessary for the installation of the main was reported complete. The manager went on to let the board know that he had spoken with Sven Jorgensen concerning the state right-of-way and there being no need for an easement and he was on-board. Reny Construction was reported ready to go.

The manager had met the town manager of Boothbay Harbor last week who was taking input concerning his efforts to establish a written road policy and amend the existing road opening permit. The district was waiting for the amended version of the road opening permit before moving forward.

22. The work plan for the Adams Pond Dam rehabilitation project was being distributed among selected contractors with the bid opening scheduled for the trustee meeting on 9 June 2009. The manager told the board that the work window has been defined as between 1 August 2009 and 31 October 2009. According to Dirigo Engineering the construction upgrades to the dam will take approximately two-weeks to complete and a coffer dam will be required.
23. The meeting was adjourned at 2009 hr  
*Trustee MacPhee motioned, Trustee Carter second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,  
Jonathan E. Ziegler  
Manager