

28 October 2008

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 14  
OCTOBER 2008**

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

1. The minutes of the 23 September 2008 trustees meeting were approved with revisions.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
2. Warrants 57, 58, 59 & 60 were approved.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
3. Trustee Pinkham recognized Mr. Greg Ireland, Construction Inspector for Dirigo Engineering who provided the board with an overview of the Sea Street Construction project. Mr. Ireland started by telling the board that the project had begun 15 September 2008 with the connection to a new 12" water main at the corner of Howard Street and Sea Street. He went to explain that the water main had been installed to the shipyard and in Commercial Street and Commercial Street Extension. The contractor, Bill Whorff and Sons Construction, was in the process of pressure testing the main. Once pressure testing was complete (holding 150 p.s.i. for two hours) the main would be disinfected, tested to be cleaned, flushed and the service connections would be made. Trustee Curtis asked if the contract was on schedule. Mr. Ireland responded that the project had been delayed and was slightly behind, however he reminded the board that the contractor was highly motivated to complete the job on schedule because of the district's liquidated damages clause in the contract. The board thanked Mr. Ireland for his report.
4. The manager reported on treatment operations. He let the board know that he had to have a stamped plan for the ammonium sulfate conversion as dictated by the Maine Department of Health and Human Services. The manager reported that he had bid the project out between Dirigo Engineering and Wright-Pierce with the results expected the following week. The manager went on to report that the district still had approximately twelve million gallons left on the permit with Knickerbocker Lake for 2008. The manager went on to explain that Knickerbocker Lake was more expensive to treat. The board directed the manager to complete an analysis on the expense of treating Knickerbocker Lake water once operations ceased. Finally the manager reported that the district would go to one-filter operations on 15 October 2008 which would mark the beginning of the winter maintenance cycle.

5. The manager reported that seasonal shutdown would begin 15 October 2008. The district's trench paving activities were reported to be being completed. The manager relayed his concern that the district still had much outstanding paving to be completed, especially at Sea Street, before the regions asphalt batch plants shut down for winter. A break in front of the Thistle Inn was reported repaired. Move shutoff date to later discussion. Trustees tabled motion to move shutoff to Thursday after Columbus Day. Trustee Marston questioned the board about district policy shutting the seasonal water mains down the Wednesday after Columbus Day citing the tremendous amount of work some seasonal business's, particularly inn's, have closing for the season in such a short time frame. Trustee Marston motioned that the district extend the season from the Wednesday after Columbus Day to the Thursday after Columbus Day leaving sufficient time for seasonal shutdown for local business. The board seconded and debated the motion which was tabled for action until 28 October 2008 with manager instructed to ascertain any risk to the district.  
*Trustee Marston motioned, Trustee Carter second, vote: tabled for action 28 October 2008*
6. The manager reported a response to Linekin Bay resorts had been prepared and was provided to the developer.
7. The manager reported the district had its first meeting on 1 October 2008 with Wright-Pierce to discuss the master plan. The meeting was reported to go well. Wright-Pierce provided a scope of investigations the first round of data gathering has taken place with flow testing the week of 6 October 2008.
8. The manager reported that he had been in discussion with the Maine Department of Transportation (DOT) concerning the Knickerkane Bridge. There was some concern on how the district was to affix the new main on the bridge. A meeting with the DOT was proposed with no specific date made.
9. The manager reported the hazardous material emergency response plan had been updated to meet the requirements of the Department of Labor (DOL).
10. The state revolving fund (SRF) documents were signed by the board. The closing for the funding of \$254,000.00 was set for 15 October 2008. The clerk read the certification of the clerk and the board voted to accept the SRF loan.  
*Trustee Carter motioned, Trustee Marston second, vote: unanimous*

VOTED:

That a \$254,000 bond shall be issued to permanently finance the costs of a water main project in the form of a single registered bond under the proposed Loan Agreement with the Maine Municipal Bond Bank presented to this meeting and under vote of the Board of Trustees duly adopted; that said Loan Agreement (including Exhibit D which sets forth the maturity schedule and Exhibit E which sets forth the form of bond) is hereby approved; that the Clerk is directed to file a copy of said Loan Agreement with the records of this meeting; that the Treasurer and Board of Trustees Chair are authorized to execute and deliver the Loan Agreement and to cause the corporate seal to be affixed thereto and attested by the District Clerk, although the attesting and affixing of the corporate seal thereto shall not be deemed essential to the validity of the Loan Agreement; and that the bond is hereby sold to the Maine Municipal Bond Bank at par.

(3) That the Loan Agreement to which this Certificate is attached (including the maturity schedule set forth in Exhibit D and the bond form set forth in Exhibit E) is in the same form as that presented to the meeting and filed with the records of the meeting.

(4) That said votes described in paragraph 2 above remains in full force and effect and has not been amended or rescinded.

Dated: October 15, 2008

  
District Clerk

11. The manager reported the district had requested a voluntary inspection for compliance with the Knickerbocker Lake NRPA permit. On 8 October 2008 the district was inspected by Mark Margerum of the Maine Department of Environmental Protection (DEP) who inspected the district's monitoring and recordkeeping activities as they relate to the NRPA Permit for Knickerbocker Lake. He went over the system and some data gaps due to malfunction of the computer during start-up. After review Mr. Margerum stated the district was in compliance and there is no problem with the DEP. He went over his expectations for the year -end report which the manager told the board he would begin compiling in.
12. The board questioned a letter for the Boothbay Harbor Sewer District to their attorney in which the district was copied and the current policy of the town of Boothbay Harbor with respect to ownership of material excavated by the district's in roadway. Under the current road opening permit the town retains ownership. The districts maintain that the material is theirs and its disposition, whether in the hole or otherwise, defers costs to the rate payers. The manager told the board that discussions with the town of Boothbay Harbor were forthcoming to resolve the issue. The manager also stated that the working relationship with the town of Boothbay Harbor remained a model of cooperation for the common good and that this issue would be resolved without damaging the exemplary relationship built-up over many years.
13. The board went into executive session pursuant to Title 1M RSA, CHAPTER 13: §405. 6F at 2020 hr.

*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*

14. The board came out of executive session at 2027 hr.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
15. The meeting was adjourned at 2028 hr  
*Trustee Carter motioned, Trustee Marston, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager