

12 January 2010

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 22  
DECEMBER 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Trustee Carter (Clerk), Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Greg Ireland, Inspector, Dirigo Engineering. Absent: None

1. The minutes of the 8 December 2010 trustees meeting were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 72, 73 & 74 were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
3. The manager introduced Mr. Ireland who presented the board with a breakdown on current activities for the East Boothbay water Main Replacement Project. The project broke ground on 8 December 2009 with the installation of 16" high density polyethylene (HDPE) main in portions of downtown East Boothbay along Route 96 across Mill Cove stream to just shy of Church Street. Since the beginning of the project there have been four main breaks due to blasting. Blasting has occurred very close to main in 3 incidences and required Boil Water Orders to be issued. Local residents have understood during these occurrences and the procedure for notification has worked well. One complaint was received to date for a broken oil pan that has been forwarded to the proper insurance entities. The town manager for Boothbay has approved construction on Rte 96 to 1000' past the EBB General Store during winter months allowing construction to continue. The Hodgdon Yacht easement had been acquired. A construction meeting was planned for 28 December 2009 at 1000 hr. to be held in the district conference room. A more detailed work recap would be provided in these meeting minutes when they become available.
4. The AM presented a budget report to the trustees and as expected the revenues fell short of expectations. However expenses fell within the approved parameters.
5. The AM reported that all employees wishing to receive H1N1 flu shots had received them totaling to all but two employees. The manager informed the board that he and the AM had been in contact with Mr. Greg Kidd who would be on-site in January to conduct the annual refresher training as well as ICS training.
6. The manager reported that on 21 December 2009 he had met with EJ Prescott concerning the implementation of a GIS system. The manager reiterated that EJP was cognizant of the district's timeline and financial situation and that the district was unprepared to make a financial commitment at this time. EJP was developing a detailed plan of action and milestones and putting together a detailed work-plan so that once funding becomes available the project could move in an efficient and coherent manner.

7. The manager provided the board with a status report of the following treatment plant activities:
  - a. Treatment Plant Operations – The plant is running at very good efficiency with very low flows.
  - b. Sodium Hypochlorite –The project is behind the schedule. The piping was now complete with the electrical work to be completed within the week and the control work to follow shortly after. The manger praised the treatment plant operators for their efforts in that the majority of the work has been an in-house project. The manager targeted the start-up and shakedown the week of 4 January 2010. It was reported that the Drinking Water Program inspected the facility the previous day and very impressed, issuing the “green light” to proceed.
  - c. LT2 Monitoring – Last colony counts was again 4, we still remain below average.
8. The manger provided the board with an update on distribution division activities. On 15 December 2009 the district experienced a water main break on Lobster Cove Road in Boothbay Harbor. It was handled extremely quickly with no loss of service. The manager presented the board with a letter of appreciation to the Boothbay Harbor Town Manager for the Public Works Director’s help. In other news, the distribution crew continued the final outfit of the service trailer and repaired broken equipment. The chain-of-command between the foreman and assistant foreman remained well with the assistant foreman taking up more of the managerial duties while the East Boothbay project continued, requiring the foreman’s attention. Lastly the manager informed the board that he had scheduled, at no cost to the district, a certification class for the crew to become certified in HDPE welding to be conducted in February.
9. The manager reported the district had come to agreement with the Maine Department of Transportation (DOT) concerning the Knickerbocker Bridge and that the district had signed the agreement 11 December 2009. A copy of this was presented to the trustees. To the best knowledge of the manager the project was now slated to start summer 2011.
10. The manger provided the board with a letter from Ms. Sue Mello concerning the SWAP update. The board was impressed with the interim report and awaited the full report.
11. The manager reported that he had been interviewed the state Forest Ranger concerning allegedly illegal burning of hazardous material by Mr. Pat Farrin, Boothbay on district property. It was reported the Forest Ranger would be issuing a summons to Mr. Farrin and had asked the manger to be available for district court as a witness, for which the manager reported he had agreed. The manger informed the board once the district has an official complaint by the state, he would refer the matter to the district’s attorney for property disposition.

12. The manger reported that on 21 December 2009 the Chapter 587 water withdrawal permitting process began for Adams Pond with a visit of the stat Drinking Water Program. The manager explained that at this phase the DWP was trying to create a number for the district's "Design Capacity" that will be high enough to justify our withdrawals into the future. The manager maintained the district's capacity to disinfect water was 3MGD. The manager informed the board of some "irony" in that the state will probably order the district to rely more on Knickerbocker Lake, particularly in the height of the summer to protect the littoral zone of Adams Pond.
13. Trustee Marston was elected treasurer of the district.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
14. The Board went into Executive Session at 19:45 hrs to discuss personnel matters pursuant to 1 M.R.S.A. § 405(6)(A).  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
15. The board emerged from executive session at 2007hr.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
16. The meeting was adjourned at 1957 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager

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