

12 June 2007

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 22 MAY 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Jon Ziegra, Manager, Administrative Manager (AM) Bob Raudenbush. Guest: Mr. Dan Taggart, Site Superintendent, H.C. Crooker and Son; Mr. Ron Vachon, Maintenance Director, St. Andrews Hospital. Absent: Trustee Marston, Trustee Carter (Clerk).

1. The minutes of the 8 May 2007 trustees meeting were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 28, 29 & 30 were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
3. Trustee Pinkham recognized Mr. Vachon who updated the board on the status of the St. Andrews Lane water main replacement. Mr. Vachon refreshed the boards' memory by describing the existing water main as substandard and its ownership in dispute. The new proposed water main was extend approximately 345 feet up St Andrews Lane, within the public right-of-way and service the new family care center and three private services. Mr. Vachon proposed a contribution to this effort by the district. After discussion the board approved the sum of \$20,619.00 be paid to St. Andrews Hospital for the St. Andrews Lane. Upon completion of the project the district would retain ownership of the main and appurtenances.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
4. The board received a report concerning the Reed Road loop project. The manager informed the board that Dirigo engineering was nearing the end for the design and bid documents and would be providing the district a copy in the near future. The manager again reported construction bids statewide were coming in low indicating the district may receive favorable pricing for this project. The deferred any decision as to proceed on this project until the plans, specifications and bidding documents were complete.
5. The manager reported on 15 May 2007 the Knickerbocker Intake pumped water to the treatment plant, water was treated and sent to distribution. The manager went on to inform the board the start-up went well with the exception of the water main traversing the overland route from Knickerbocker Lake Intake to the Raw Water Pump Station were it was reported the water main lost vacuum. During the first evening of operation the main drained when not in use. The next morning when the plant came back on-line there was no water to pump into the wet well and the plant crashed. The manager reported he had scheduled a test the following week to investigate the problem and correct it. In addition Wright-Pierce was tasked to provide a control loop that will add redundancy to the system that will not let the plant start up with no water in the wet well.

The manager reported the Department of Conservation (DOC) had not been consulted during the planning phase of the Knickerbocker project in the actual marking (i.e. buoys) actually marking the exclusion zone. To expedite this permit the manager informed the board he was the contact point for obtaining it.

Finally the manager asked the board if they would entertain a construction meeting at 1300 hr. on 12 June 2007 prior to the next regularly scheduled trustee meeting regarding the project. The focus of this meeting is to discuss the remaining funds and there use for a generator as well as dispersing the retainage check for T-Buck.

6. The manager reported on 14 May 2007 he attended a Boothbay selectmen meeting in which they voted to put a general question in a non-binding vote to ascertain if the town showed interest in completing the Route 27 project. The sense of the selectmen was the funding formula was deemed unfair and to complicated leading to it being rejected in the May election. If a non-binding vote is positive the selectmen will move on from there.
7. The manager reported there had been very little activity concerning the Verizon contract.
8. The manager reported on 10 May 2007 he met with the superintendents of the Bath Water District and Great Salt Bay Sanitation District discussing a wide range of topics including water resource management, long range planning and mutual aid. The discussions were very productive and we will be reconvening in the fall. The manager went on to say the group mutually agreed to be active when the Maine Department of Environmental Protect (DEP) begins regulating the regions water supplies the group would act together to stress the regional concerns. Overall some very productive alliances were reported formed. Trustee Curtis asked the manager why the town of Southport and the Wiscasset Water District had not been included. The manager replied it had been the group that actually produced water that was to be most affected but it was agreed the other utilities would be included in future discussions.
9. The AM reported the GIS project was moving ahead smoothly. The AM went on to inform the board the district had reached an agreement with Boothbay Harbor Sewer District on sharing the cost for a plotter. The estimated total cost was \$4,000.00 dollars evenly split between the two entities, this being a previously approved budgeted item. The AM went on to describe the current training and construction of the GIS system, all was reported to be being added in a timely fashion.
10. The AM provided the board with an update on the current budget and stated everything was in-line for this time of year. He reported the district would be moving approximately \$300,000.00 from checking to the MBIA account. The swell of revenue was reported due to the fact seasonal billing had been completed.
11. The manager reported the 11 Storage Way property continued to be shown. The property was in need of cleaning due to the Patriots Day Storm. No structural damage was found.
12. The manager updated the board that on 14 May 2007 the Boothbay board of selectmen met and authorized the original plan for the Adams Pond Road culvert replacement. This vote came about as a result of the project becoming eligible for FEMA funding. The contractor and engineer were reported notified and construction will begin the end of July. The manager praised the town of Boothbay in doing the right thing.

13. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Sunset Acres – No change in status

Dora Highlands – No change in status.

14. The board considered a meter downsize request by Ms. Janet Danforth, Acct#1200140, located Lot 32A, Squirrel Island from 3/4" to 5/8" meter. The board reviewed Ms Danforth's request and tabled it for lack of supporting information.
15. The board went into executive session at 1457 hr. to discuss security matters.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
16. The board came out of executive session at 1505 hr.
17. Trustee Curtis motioned the district not comply with an order by the Maine Public Utilities Commission (PUC) to hand over system schematics. He went on to site the PUC has not sufficiently proven it can safeguard the district plans in a safe and secure fashion. The board concurred and directed the manager to hold off submitting any plans to the PUC until such time as the PUC can prove to the board sufficient security measures safeguarding sensitive district information have been instituted.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
18. The meeting was adjourned at 1512 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager

