

13 February 2007

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 23 JANUARY 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee Marston, Administrative Manager (AM) Bob Raudenbush, Manager Jon "Ziggy" Ziegra. Guest: None. Absent: Trustee Curtis (Treasurer), Trustee Carter (Clerk).

1. The minutes of the 9 January 2007 trustees meeting were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 3, 4 & 5 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. The manager provided an update to the board concerning the Knickerbocker Lake Intake project. It was reported the closing on the loan for the project would be held 22 February 2007 at the administrative office. It was reported all of the necessary paperwork had been submitted to Rural Development and that attorney Geoff Hole had reviewed and approved all of the documents. Finally the manager informed the board there was nothing new for the status of the radio licensing of the telemetry.
4. The manager reported the status of the Department of Environmental Protection (DEP) Chapter 587 rule changes concerning sustainable water use. He presented a report dated 22 January 2007 which was sent to the PUC, in response to the proposed rules challenging the cost of compliance. Developed by Maine Rural Water Association, in a worst case scenario the district would have to increase revenue 39.84% to comply. For affected districts the average was calculated at 45.67% increase. The board instructed the manager to keep an eye on this situation and introduce an article to the *Boothbay Register* before this measure goes to the legislature.
5. The manager provided the board preliminary cost estimates for the Reed Road/west Harbor Tanks rehabilitation and looping projects. The board thought the cost estimates and approach by Dirigo Engineering was sound and authorized the manager to instruct Dirigo to complete the plans for the project but to hold off commencement of the project until such time as the complete financial picture for the year can be evaluated.
6. The manager reported the district was on the docket for the 20 February 2007 planning board meeting to apply to do thinning along the Route 27 corridor. The manager reported he was still reviewing the report.
7. The memorandum of understanding (MOU) with Lincoln County for hazardous material response had been reviewed by the district's attorney and sent back to the County for revision. It was reported the district was still awaiting the county to make the revisions so that the document could be signed.

8. The AM reported 11 Storage Way was being inspected several times per week and was in good condition. The manager reported he had been in contact with Clayton Pottle and interest remained high for the property with one possible offer pending.
9. The AM reported he had met with the GIS contractor and the system and construction of the system was now underway.
10. The manager reported he had discussed the disposition of the East Boothbay Tank with Dirigo Engineering and felt it necessary to do some preliminary work in ascertaining what was needed to demolish the tank. It was reported the tank was now drained with the exception of an "ice plug" blocking the manhole. Once the weather warms paint sample from interior, exterior and sediment in the tank samples will be taken and analyzed for lead (Pb). The manager informed the board, once this information is gathered the district can then develop a demolition plan.
11. The manager reported he had been contacted by the Boothbay town manager and it was requested to have Dirigo Engineering put together the bid packages for the Adams Pond Road culvert replacement per the agreement between the town and district in 2006. The necessary material was reported being completed by Dirigo.
12. The manager reported he had been in contact with Verizon concerning the proposed cellular tower and that a contract proposal was forthcoming. The manager reported he would send a copy of the proposal to the board once available and request the district's representative at the next meeting
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– Building permits are being issued and construction has begun.

Boothbay Country Club– the manager reported he had ordered the fusing machine per agreement with the JJR Associates and received a set of "as-built" plans. The plans were considered to be inadequate and rejected. Many of the final punch-list items were not complete and full acceptance was still some way off.

14. The manager presented the board with a copy of the 2007 Vehicle Bid Package and requested the trustees review and adds any comments prior to the following week where the bids would be sent out.
15. The manager reported the district had contracted with Wright-Pierce to conduct annual Safety Training February 14 & 15 2007 on-site. The manager reported the Emergency Response Plan would be reviewed at that time for consistency.
16. In response to conversation and correspondence between trustees, the board instructed the manager to put review of the district abatement policy for the next meeting.
17. The meeting was adjourned at 1457 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

END OF MINUTE

Respectfully Submitted,

Jonathan E. Ziegra
Manager