

9 December 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 25
NOVEMBER 2008**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Carter (Clerk), Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Walter Manter, Boothbay, Ms. Sue Mello, Boothbay Register, Mr. Kim Pinkham, Boothbay. Absent: Trustee Marston.

1. The minutes of the 13 November 2008 trustees meeting were approved with revisions.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
2. Warrants 67, 68, & 69 were approved.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
3. Trustee Pinkham recognized Mr. Walter Manter who was contesting a repair charge to a service line that he accidentally broke and which was repaired at his request by the district which belonged to his neighbor's residence. Mr. Manter voiced that the repairs made, and subsequent bill that was sent by the district for the cost of the repairs was excessive and he wanted relief via the Trustees. The manager explained that the repairs entailed fittings and replacement pipe that was consistent with the district *Policies and Procedures*. Mr. Manter argued that he should only have to pay for the three-foot section of P.E. pipe. All parts used in the repair were supplied at cost and no unnecessary parts were installed. The Board stated that the next step would be small-claims court. Mr. Manter paid the invoice of \$93.73 with check # 366.
4. Trustee MacPhee followed up on a subject tabled at the 13 November 2008 trustees meeting entailing the construction of a fish ladder on the Adams Pond Dam. Mr. Kim Pinkham, (owner of property north of Adams Pond Dam where Adams Pond dam drains) was concerned that if a fish ladder was built his property would be in danger of eminent domain. The manager cited a litany of reasons from the district's perspective of why a fish ladder should be opposed including; flow regime, the danger of introduction of invasive species into the drinking water supply and loss of sovereignty over dam operations, currently within the purview of the district's charter. The trustees assured Mr. Pinkham that no such plans are contemplated at this time and do not see any fish ladder in the foreseeable future. The board brought the discussion into the public at the request of local citizen who was not present.
5. Trustee MacPhee provided the board with an update concerning his efforts to investigate geothermal heating for the treatment plant. He reported that on 20 November 2008 he, Mr. Tom Myette, Midnight Oil and the manager had toured the treatment plant and the manager had been instructed to collect information on raw water temperature over the winter to ascertain if this is a possibility.

6. The manager reported on the Sea Street project explaining that he thought the project looked very good. However, on 20 November 2008, the third construction meeting was held in which the district's paving budget was found to be significantly over. The manger informed the board that only \$12,000 remains in the SRF account with the final paving 1" overlay necessary next spring. The manger reported he had asked the drinking water program the possibility of wrapping up more money for the project in the 1.36% loan and was awaiting a response. The manager informed the board that he was actively trying to set up a meeting with Mr. Andy Begin, drinking water program engineer for next week to discuss.
7. The AM reported the 2008 budget was on-target and the numbers were coming in around expected.
8. The manager reported the AM, chief treatment plant operator, distribution foreman and he had begun the Boothbay Region Water District 2009 budget. The target for the rough draft completion was 17 December with dissemination to the trustees by hand-delivery or e-mail so that it would be an agenda item for the 23 December trustees meeting. The manger explained one of the goals for the 2009 budget would be to begin building the reserve account from the current \$750,000.00 to \$1,000,000.00.
9. The manger reported he is working on the first annual report for district operations at Knickerbocker Lake as required by the natural resources protection act (NRPA) permit the district holds for water withdrawal due at the Maine Department of Environmental Protection (MDEP) on 31 December 2008. The manager reported he had to wait until November ended, thus receiving the year-end data, to compile the report. The manager expected the report to be completed by 19 December 2008. The manger informed the board that two copies would be sent to the Knickerbocker Lake Association, one to the town of Boothbay, one to the Boothbay Register and one to the DEP.
10. The manager reported the ammonium sulfate conversion was moving along. He had received the preliminary drawings from Wright-Pierce and had made revisions. The final drawings and report were to be completed by the first week in December. The manager was targeting a 12 December 2008 submission to the DEP.
11. The manger reported that on 21 November 2008 the district experienced a catastrophic failure of the air scour system for the Adams Pond Intake Screen. The failure occurred in the raw water pump station. A report of the incident prepared by Wright-Pierce, who designed the system, was provided to the trustees and Boothbay Register. The manager reported the chief treatment plant operator was in the building at the time and only by the grace of god escaped any injury. The system has been shutdown and is not necessary for winter operations. Wright-Pierce was brought in to complete an engineering evaluation and investigation as to the cause of the incident. The manger stated that the failure appeared to coincide with modifications made during the Knickerbocker Lake Intake project. All other compressors were immediately inspected and no structural changes or defects were found.
12. The manager reported distribution was going into winter mode which meant that meter change-outs had begun, leak detection was ongoing and there was great emphasis on hydrant maintenance and preparation for cold weather.
13. The manager provided the board with an application made to the state by Linekin Bay Resorts for the Lobster Cove channel crossing for the proposed water main.
14. The manager reported that work on the master plan was ongoing.

15. The manager provided the board with a presentation concerning the Maine Department of Transportation (DOT) plans for the replacement of the Knickerkane Bridge. On 20 November 2008 a utility meeting for the bridge was held at the district office hosted by DOT. Fairpoint, Time Warner, Central Maine Power (CMP) and the district were in attendance. After long discussion it appears the DOT will allow the district to attach the water main to the outside of the bridge, a possibility previously discounted, because the spacing of the supports under the bridge, the position originally favored by DOT, are too narrow and not feasible. The DOT scheduled another meeting at the district office on 9 January 2009 to further coordinate the work alternatives.
16. The manager had nothing new to report concerning the DOL citation.
17. The manager reported he had met with the town manager of Boothbay and Washburn and Doughty officials discussing fire flow issues for the shipyard. The manager reported that there was a push to obtain significant funding to provide fire flow needed for the Washburn and Doughty project. The manager informed the board that to meet fire flow demand for the new building would require an approximate 12,000 foot renewal of water-main. The manager stated that the town manager had more information on the funding and political concerns with bringing Washburn and Doughty back on-line. The manager did inform the board that he was sending a request for proposal to Dirigo Engineering and Wright-Pierce to obtain services to create a place holder (i.e. cost estimate and environmental review) for the project. The board asked the manager to invite the town manager to the next meeting so that a discussion could take place concerning this potential upgrade.
18. The board voted to go into executive session to discuss personnel matters at 2008 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
19. The board came out of executive session at 2012 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
20. The meeting was adjourned at 2013 hr
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager