

11 March 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 26 FEBRUARY 2008**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Carter (Clerk), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Chris Higgins, Superintendent, Boothbay Harbor Sewer District, Mr. Jimmy Hanna, New Moon Properties, Boothbay. Absent: None

1. The minutes of the 12 February 2008 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 10, 11 & 12 were approved.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
3. Trustee Pinkham read the bids for the replacement vehicles as follows:

- Wiscasset Ford	\$19,378.00
- O'Connor GMC	\$20,662.00
- Bill Dodge Chevrolet	\$20,737.00

Trustee Pinkham instructed the manager to review the bids for completeness and make a recommendation to the board at the next meeting.

4. Mr. Hanna addressed the board concerning an anomalous reading at his rental property located 1036 Wiscasset Road in Boothbay and the corresponding high water bill. The manager explained the district was a public utility regulated by the Maine Public Utilities Commission and being such had to operate within certain rules. The district has a "no-abatement" policy which is deemed fairest to all of the rate payers of the district. Mr. Hanna was made aware that the district could and would formulate a payment arrangement so as not to cause him any undue financial hardship.
5. The manager reported on 20 February 2008 Mr. Jeff Preble P.E., Wright-Pierce met with Ms. Vi Lee to investigate her previous complaint and formulate a solution. The manager reported he had also had a conversation with attorney Geoff Hole regarding this matter. The manager relayed that in attorney Hole's opinion it is in the districts best interest that any further improvements to Ms. Lee's property be signed off by her prior to being completed. The manager went on to report he met with Steve Reny who will complete whatever fix is agreed upon. The manager informed the board the next action item is a plan by Wright-Pierce followed with a meeting with attorney Hole.

6. The manager reported on 19 February 2008 he met with representatives of the Maine Department of Health to investigate the possibility of receiving a limited certification for the district's lab for coliform and fluoride testing. The state has streamlined the process for limited certification and the manager stated he would like to investigate this possibility further.
7. Treatment plant maintenance was discussed next. The manager reported the new fluoride service line has been installed and is on-line with the crew installing a new aluminum sulfate line which, when completed should eliminate past problems with line clogging issues during warm weather. The proposal by Mr. Steve Lorrain for painting the ceiling of the treatment plant was accepted. The manager finished by reporting the treatment crew had constructed covers for the treatment units which will cover during painting operations and still allow gasses to escape during backwash and flushing operations.
8. The manager reported he was developing a proposal for chlorination alternatives. He was currently looking into calcium hypochlorite and sodium hypochlorite systems. A detailed proposal was in process and would be made to the board later in the year.
9. For distribution activities the board was informed snow removal has been a major focus over the past few weeks due to successive storms and record snowfall. In addition the shorthanded crew continued to concentrate on tie drawings and gearing for seasonal turn-on. The manager reported the district had fallen behind in meter maintenance due to staffing issues but reported Dan Giles would return to distribution full-time on 3 March 2008.
10. The manager reported the district had enlisted the service of Wright-Pierce to assist the district in ascertaining the "design capacity" for the district as defined in *Chapter 587 Maine Department of Environmental Protection In-Stream Flow Rules*. The manager stated this was being done because of the previously described regional approach the district, in cooperation with other abutting districts, were taking with regards to the mid-coast water resources. The manager stated that Bath Water District had already hired Wright-Pierce and that due to their intimate knowledge of design criteria for the plant, where a good fit. Trustee Curtis asked the manager if he had formally written an acceptance letter for which he replied he had not. Trustee Curtis told the manager he believed it would be in the best interest of the district if the manager maintained a "paper trail." The manager told the board he would formally accept the Wright-Pierce proposal in writing.
11. The AM reported the field data gathering for the annual financial audit had been completed. He noted that the auditors had found no major problems of concern. However there was a minor controversy on the district's collection of fire protection charges in that the auditor believed the district under charged by approximately \$54,000.00 in public fire protection in 2007. The AM explained and illustrated the paperwork on why this was come too and that it was a "phantom" number and that the district was current on collecting all accounts. The AM reported auditor did not ask to contact a trustee. Trustee Curtis stated he would be ready if they decided to interview at a later date.
12. The Knickerbocker Generator project was discussed. The manager reported the final SCADA package was being completed and the intake would be completed that day. The manager went on to report Mr. Jeff Preble Wright-Pierce was on-site and was working the issues with the raw water effluent valve. No date for DeZurick to be on-site to correct the problem had been set.

13. The manager discussed disposition of the Sea Street community development block grant (CDBG) On 19 February 2008 the manager met with Mr. Nate Saunders with the drinking water program. At that time the district was informed that the district did have the 2.5% state revolving fund (SRF) loan from the Maine Bond Bank for its match to the CBDG. The manager stated he was now working through the capacity review as required by the drinking water program. The board was informed the AM was working with the Maine Bond Bank on the SRF application and would report later to the board.

The manager reported the previous night, 25 February 2008, the town of Boothbay Harbor held the public meeting required for the CDBG. The motion to continue was passed by the board of selectmen unanimously.

14. The manager the district was awaiting the executed easements for Dora Highlands. In addition the district would need "as-builts" and approximately \$2,500.00 still owed. The manager informed the board that he had worked with attorney Griffin on the easement for Dora Highlands and it remained with the developer's attorney. On 25 February 2008 the manager was contacted by the realtor selling property at Dora Highlands. She relayed that there was much interest in the available properties and made aware the water was not accepted as of yet.
15. The manager presented a plan of Linekin Bay Resorts to the board and stated he would be writing a letter to the developer that the district could support his expansion.
16. The board voted to go into executive session pursuant to 1 MRSA §405 (6) (B) & (D) at 1513 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
17. The board came out of executive session at 1525 hr.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
18. Trustee Marston addressed the board informing them Channel 7 would like to do a documentary on the water district. Trustee Marston requested this be an agenda item for the next meeting to be discussed and trustees bring ideas of what should be focused on.
19. The meeting was adjourned at 1526 hr
Trustee MacPhee motioned, Trustee Curtis, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler,
Manager