

13 March 2007

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 27 FEBRUARY 2007**

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

1. The minutes of the 13 February 2007 trustees meeting were approved.
Trustee Curtis motioned, Trustee Carter second, vote: unanimous
2. Warrants 9, 10, 11 & 12 were approved.
Trustee Carter motioned, Trustee Curtis second, vote: unanimous
3. Trustee Pinkham opened bids for the 2007 replacement vehicles for the district's fleet. Truck one (1) was to be bid a four wheel drive 1/2 ton, extended cab, pickup truck; with truck two (2) being a four wheel drive 3/4 ton utility truck, chassis only. The results of the bids are as follows:

Wiscasset Ford	
Truck 1	\$20,167.00
Truck 2	\$28,290.00
Strong Auto	
Truck 1	\$19,740.00
Truck 2	\$20,290.00

Trustee Pinkham declared Strong Auto as the apparent low bidder for both trucks #1 and #2, instructed the manager to review the bid packages for completeness, and scheduled a vote for acceptance 13 March 2007.

4. The manager reported the closing for the bond for the Knickerbocker Lake Intake project was completed 22 February 2007 at 1000 hr. at the district office. The manager went on to inform the board the Federal Communications Commission (FCC) license was still pending. Until this license was granted the installation was deemed inoperable. Wright-Pierce was reported to be monitoring this situation and would notify the district upon the intakes ability to operate.
5. On 23 February 2007 the manager reported he had received a call from Senator Dow's office regarding the pending Chapter 587 rule change. The purpose of the call was to follow-up with the letter written by the district to Senator Dow asking the Maine Department of Environmental Protection (DEP) what the cost for compliance with the new Chapter 587 revisions would be to the district. The district reported Senator Dow had met with the Commissioner and presented the inquiry. He is currently awaiting word. There has been no date set for the hearing for the legislature.

6. The manager reported Dirigo engineering was moving forward with the Reed Road engineering report. It was conveyed to the board that various engineering firms were reporting recent bid openings to be extremely competitive and the prices for work very low. The manager requested the board revisit its priorities prior to this year main installation/rehabilitation occur.
7. The manager reported the district successfully blocked a plan to eliminate a green envelope owned by Arthur Reed in the My-Way subdivision. This was done by letter to the planning board. The applicant did not have a Maine registered forester and apparently was advocating the removal of large trees to improve the view of Adams Pond. The planning board agreed and required a forester prepare his plan. At this the application was dropped.
8. The manager reported no action by Lincoln County concerning the memorandum of understanding (MOU) between the district and the county for hazardous material response.
9. The manager reported no change in status for the 11 Storage Way property.
10. The manager reported a new server was installed to handle not only the GIS but the new customer service software. The customer service representative was being trained in its proper operation.
11. The manager reported no change in status of acquisition for the new billing software.
12. The manager reported that on 27 February 2007 the town of Boothbay will be convening the by-law review committee. The manager stated he would be in attendance with Mr. Chris Higgins, superintendent, Boothbay Harbor Sewer District, to discuss road opening permits and road openings in general.
13. The manager reported he was invited to discuss overhauling the fuel procurement policy with the town of Boothbay on 1 March 2007. This meeting was reported to discuss the equity of the current fuel contract and discuss possible changes in policy. The board instructed the manager to keep them “up-to-speed” with this project.
14. The manager reported the East Boothbay standpipe was still not available for entry due to ice buildup. Once the spring thaw occurs the district would be sampling the external and internal coatings as well as any sediment to ascertain a hazardous class, if any, which will determine the districts decommissioning strategy.
15. The manager reported Dirigo Engineering would be conducting a bid opening for the town of Boothbay for the Adams Pond Box Culvert project at 1400 hr. 2 March 2007.
16. 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– New home starts were reported continuing, the district had not been approached for acceptance of the main.

Boothbay Country Club – No change from previous report

17. The manager updated the board on the staffing status of the district. It was reported the AM was out indefinitely with a back injury limiting the district's financial capabilities. The manager informed he had begun cross-training personnel to handle office duties. The board was made aware the Customer Service Representative (CSR) would be gone 19 March 2007 through 30 March 2007. Trustee Pinkham informed the manager that he would assume all check signing duties for the interim as long as the manager took over check writing responsibility. The board requested a status report be provided periodically informing them of staffing levels.
18. The manager alerted the board to the existence of LD 587, *An Act to Protect and Improve Lake Water Quality*, for which the Maine Water Utilities Association was in support that would limit phosphorous in fertilizer sold in Maine. The purpose of this bill was to limit phosphorous loading in states water bodies.
19. The manager reported the crew would receive annual safety training 28 February 2007 and 1 March 2007.
20. The meeting was adjourned at 1425 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler, Manager