

23 December 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 9
DECEMBER 2008**

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

1. The minutes of the 25 November 2008 trustees meeting were approved with revisions.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
2. Warrants 70, 71, & 72 were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
3. Trustee Pinkham recognized Mr. Anderson who presented a detailed presentation as to the status of the Washburn & Doughty reconstruction efforts and an overview from the town's perspective of the need for sufficient fire flow to the new facility to ensure its economic viability. Mr. Anderson described the town and states efforts to obtain funding for extending the district's 12" water main past the Washburn & Doughty site. Mr. Anderson explained that he had been in contact with Senator Snowe's and Collins' office and the project had been included on an economic priority list presented to President-elect Obama. Mr. Anderson discussed various other avenues he was pursuing for funding including economic development monies from the state. The manager reiterated the district's position in that it was strapped with debt and that if this project was to move forward it would require significant outside funding. The manager reported he had submitted a request for proposal (RFP) to Wright-Pierce and Dirigo Engineering for engineering services to create a project "place holder" with the United States Department of Agriculture and perform the needed environmental evaluation for the project. The manager stated that the RFP was due on 19 December 2008.
4. The manager reported he had received correspondence from Mr. Andy Begin, director of engineering services for the drinking water program concerning the district's request for additional money to cover the increase in paving costs for the Sea Street project. The manager reported that Mr. Begin requested much background data for which the manager stated he was trying to arrange a meeting with the town of Boothbay Harbor to find facts. The manager reported he had obtained records from other projects statewide verifying the radical cost increases in paving and did not know why the funding agencies were slow to this reality. The Boothbay Harbor public works director was being quite cooperative in assisting in the completion of the necessary documentation to meet the funding requirements.
5. The AM reported that the district was looking at a dip in the balance of the budget due to billing problems outside of the district's control and the annual bond payment due in December.

6. The manager reported the 2009 Budget was in-process with a draft being completed and distributed to the trustees no later than 19 December 2008.
7. The manger reported that he was behind were he would like to be with the first annual report due to the Maine Department of Environmental Protection for the annual regular use of Knickerbocker Lake. The manager informed the board that the report was due 31 December 2008.
8. The manager reported Wright-Pierce had finished the required drawings and specifications for the ammonium sulfate system submission and that the remaining items for submission where his responsibility and was still on-track on getting the submission out in a timely manner. The manager went on to inform the board that the district was receiving the parts together to change the effluent valves on the treatment units. Because of the long lead time for the valves the manager had ordered them. The manager reassured the board that if not approved in the budget he could cancel the order.
9. The manager presented the boar with a letter sent by Mr. Rick Davee, Vice President, Wright-Pierce that he was somewhat disappointed in, in that he (Mr. Davee) was very interested in divorcing Wright-Pierce from any responsibility in The Raw Water Intake Air Scour Incident of 20 November 2008. The manager relayed that he had explained that the district was not looking for money or to assign blame, rather it was just trying to understand what happened, why it happened and steps it could take to not let it ever happen again. The manager described Wright -Pierce's suggestion for hard-piping stainless steel pipe in, replacing PVC. The manger informed the board his intentions were to keep this retrofit and its funding local and planned to talk to Mr. Mike Tomicelli who was fully certified to make the modifications outlined.
10. The manager reported the district distribution crew was in full winter mode repairing hydrants, concentrating on leak detection and working the meter maintenance program.
11. The manager reported on Thanksgiving Day a main break occurred on Lobster Cove Road. The crew and members of Boothbay Harbor public works responded and the matter was resolved within four-hours.
12. The manger informed the board of a conversation he had with Wright-Pierce concerning the Master Plan Update which he reported would be a month late.
13. The manager updated the board stating the next utility meeting concerning Knickerkane Bridge stating the next utility meeting will be 9 January 2008 here at 1000 hr at the administrative office hosted by the Maine Department of Transportation.
14. The board approved Christmas bonus for the district employees with the stipulation that this act was not to be construed as a past practice by Teamsters local #340 and is purely at the discretion of the trustees and that the bonus be held to 2007 levels.

Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous

15. The manager informed the board that he and the chief treatment plant operator were investigating the possibility of piloting a calcium hypochlorite system to replace the chlorine gas system currently in use. The manager went on to inform the board that chlorine gas is the most efficient form of chlorine for disinfection but also the most dangerous and the greatest security concern for the district. The system being evaluated would be piloted largely at the cost of Arch Chemical for a period of at least 90-days. The manager reported a full proposal to the board prior to initiation.
16. The manager reported the employee evaluations would be completed by 19 December 2008. Trustee Curtis instructed the AM to forward a blank evaluation sheet and supporting materials to his location in San Antonio, Texas for the purposes of drafting an evaluation for the manager.
17. The board went into executive session at 1954 hr. to discuss personnel matters
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
18. The board came out of executive session at 2001 hr.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
19. The meeting was adjourned at 2005 hr
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager