

23 March 2010

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 9  
MARCH 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis, Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Greg Ireland, Inspector, Dirigo Engineering, Absent: Trustee Marston (Treasurer), Trustee Carter (Clerk).

1. The minutes of the 23 February 2010 trustees meeting were approved with revisions.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 12, 13 & 14 were approved.  
*Trustee Pinkham motioned, Trustee MacPhee second, vote: unanimous*
3. Mr. Don McPherson, assistant code enforcement officer (ACEO), Boothbay, via written report wrote that other than the Boothbay Public Works trimmed back branches on the access road to Knickerbocker Recreational Area, there was nothing new to report in the Knickerbocker Lake or Adams Pond watersheds. The recreation area has been renamed Ming's Park.
4. Mr. Ireland presented to the board a status report on the East Boothbay Water Main Replacement Project. Since the previous meeting water main installation had been completed in School Street and Meadow Cove Road. The water main for School and Church Streets was now being pressure tested and disinfected. The main pipe crew had moved to Beath Road and begun installation from the northern terminus along Beath, Back Narrows and Bradley Road.

Blasting in Boothbay Harbor was being completed with the approval of the public works director. Cooperation with the town of Boothbay Harbor was reported to be excellent.

There remained only one service crew and progress was slow, averaging slightly over one service per day. The manager informed the board that this would be a topic of conversation with Whorff Construction at the 17 March 2010 construction meeting. The manager reiterated that both the town of Boothbay and Boothbay Harbors had a standing invitation to participate in the construction meeting.

The manager stated that overall the project was behind schedule. This assessment was more anecdotal in that Whorff had not produced a revised schedule as promised. This will also be addressed within the week.

A small main break on Bradley Road severely restricted flow to East Boothbay resulting in numerous complaints. The faulty piece of equipment was repaired and service was restored.

The manager finished the report by stating the roads were being left in decent condition and the quality of the pipe work was high.

5. The AM stated the budget numbers are well within expectations for this time period. Income was reported to be at 89% of projected while expenses were at 76% of expected.
6. It was reported the AM and treatment personnel worked out a safety protocol for working on the roof of the treatment plant. On 25 February 2010 the new weather station was installed safely and was reported yielding great results.

On 8 March 2010 the first half of “competent person” training was administered to the distribution crew. This was explained to be a performance based certification requiring a series of tests regarding safe work zone and trench management. The second half of the course was reported to be administered on 30 March 2010. At that time each member of the distribution division would be certified. The training is being provided by Mr. Greg Kidd, Northeast Water and Wastewater Training Associates.

7. The manager reported that the treatment plant was operating at good efficiency. As stated earlier, in an effort to better comply with the Knickerbocker Lake water withdrawal permit and to more precisely monitor the district’s water budget for the upcoming permitting of Adams Pond, the treatment staff installed a new weather station at the treatment plant. The data was NOAA certified and was now being recorded.
8. The manager reported normal winter activities continued for the distribution division. On 3 March 2010 the district experienced a water main break on Kennyfield Drive in Boothbay Harbor. The break was repaired in approximately 4 hours with no significant outage reported.
9. The manager presented the board with the draft source water assessment report (SWAP) update provided by Ms. Sue Mello. The manger went on to report that his first “run-through” of the report found it to be frank, objective and very detailed. Because of the size of the report Trustee Curtis instructed the manager to hold off on sending to his winter residence and wait to provide it to him upon his return. The board deferred action on this report until 13 April 2010 so that the full board could be present, in-person, and had ample time to review the document.
10. The manager informed the board that he would be further refining the Commercial Street grant request with Dirigo Engineering the following week to more accurately hone in on the requested funds.
11. The manager reported that the language for the Leach Estate had been negotiated. The easement was now being moved to be recorded. The manager annotated for the board specific bills in the warrant relating to this work.
12. The AM and manager reported on the field work for the annual audit was completed by Runyon, Kersteen and Ouelette (RKO) the previous week. The manager put himself and the distribution crew on report for weakness in receipt management and the AM put himself on report for some weakness with reconciliation of some revenue accounts. The AM explained that these were, in the terms of RKO “minor deficiencies” but nonetheless the district was carrying out its policy of “showing everything, warts and all!” Both the manager and the AM explained the corrective actions initiated to correct the deficiencies.

13. The manager reported on the 25 February 2010 storm the region experienced. There was no damage to district equipment however power outages did cause substantial operational issues and expenditure of overtime, particularly with the treatment staff. The chief treatment plant operator has requested that a generator be installed on Mt Pisgah. The manger is awaiting a formal proposal be submitted from him for review.

The manager reported the distribution crew will be removing vegetation at the West Harbor Tank site because of the potential risk for damage. This work will be completed in March.

14. The meeting was adjourned at 1955 hr.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager