

25 May 2010

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 11 MAY 2010**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis, Trustee Marston (Treasurer), Trustee Carter (Clerk), Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Greg Ireland, Inspector, Dirigo Engineering; Ms. Sue Mello, Boothbay Register. Absent: None.

1. Trustee Pinkham was elected Chairman for 2010.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Trustee MacPhee was elected Chairman for 2010
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
3. Trustee Carter was elected Clerk for 2010
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
4. Trustee Marston was elected Treasurer for 2010
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
5. The minutes of the 27 April 2010 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
6. Warrants 25, 26 & 27 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
7. Mr. Ireland reported that all of the 12" water main for the East Boothbay Water Main Replacement project had been installed. The entire new main was reported to have passed pressure testing without issue. The final 4,000 feet, from Beath Road south to Presley Drive was now being disinfected. Mr. Ireland went on to inform the board that 3 ½ crews were now installing services on both sides of Route 96 in the vicinity of the Masonic Lodge. Lastly Mr. Ireland made it very clear to the board that Dale Harmon, distribution foreman, assigned to the project, representing the district, was doing an outstanding job and that the project would not be moving nearly as efficiently if not for his efforts. The manager seconded that assessment.

The manager alerted to the board that as of that day, the district creating a change order to the contractor for approximately \$31,000.00 on behalf of the town of Boothbay for the installation by Whorff of 500 feet of drainage piping and 3 catch basins on School Street. The manager explained that the Boothbay selectmen were doing this because the change order would bond the extra work, for which the town was paying for fully. The town made plans to overlay the road in 2011.

It was reported that on 30 April 2010, trustees Pinkham & Curtis, the distribution foreman and manager attended the walkthrough with the Dirigo Engineering, Bill Whorff

Construction, town of Boothbay and Maine Department of Environmental Protection as to the remedial actions taken to clear the notice of violation (NOV) issued by Boothbay. Whorff cleared the NOV on 4 May 2010. The manager added that they have remained in compliance since that date. For the record, the manager reported that he was “amazed” on how well the code enforcement officer now communicates once the town manager of Boothbay was forced by the selectmen “to be reasonable”.

The manager provided the board with four written complaints since accumulated since the last meeting.

The manager updated the board on the Springhouse over-board discharge (OBD) complaint which was reported in the hands of the Maine Municipal Association. The manager informed the board that the district was in no way responsible for this problem. The landowner on whom the OBD break was found was most likely responsible. However, even if that individual did cause the break the repair lasted a minimum of ten-years which was, in the opinion of the district, reasonable.

Trustee Marston instructed the manager to provide a synopsis of the project to Channel 7 to get the word out as to the status of the project for airing. The manager was required to update Channel 7 on all facets of the project and expected milestone dates.

Trustee Curtis announced the Memorial Day Parade for East Boothbay was cancelled.

8. The AM reported the district revenues were at 101% of expected while expenses were running at 80% of expected. The AM stated that the financial picture for the district was improving somewhat and that he and the manager would start attempting to replenish the “sinking funds” shortly.
9. The manager reported no safety violations or incidents in the previous reporting period.
10. The manager updated the board on treatment plant operations. All was reported to be operating well. For some reason the source water quality in Adams Pond was reported to be outstanding. The incoming turbidity was near record low and extremely easy to treat. The previous week’s secchi reading went to the bottom, first time ever. The manager was at a loss to explain the outstanding water quality but was investigating further.
11. The manager reported normal distribution operations.
12. Ms. Sue Mello led a detailed discussion with the board concerning the source water assessment plan (SWAP). The board went through all of the comments made to the plan and clarified the questions, Ms. Mello had on the rough draft. In addition the board reviewed the matrix put together by Ms. Mello upon Trustee Marston’s request. The board informed Ms. Mello that this was what they were looking for. Ms. Mello went on to incorporating the changes and would report back to the board in two-week time.
13. The manager had nothing new to report concerning Bigelow Laboratories.

14. The manager reported he had authorized Dirigo Engineering to start ledge probes for the Commercial Street Water Main Rehabilitation project. The manager reported he had met with the town of Boothbay Harbor, keeping them informed. In addition the Boothbay Harbor Chamber of Commerce was fully informed and was distributing the information as well.
15. The manager stated the point paper for Southport was in-process.
16. The manager reported he and staff was working through the Maine Public Utilities Commission (PUC), Chapter 660 revisions, the blueprint on how district's in the state will operate. The manager informed the board that the customer service representative had been very active in the rule making process.
17. The manager reported that he and Ms. Mello were putting together a federal Section 319 grant proposal for a two-part grant to repair erosion and sedimentation problems from drainage entering Adams Pond and Knickerbocker Lake. This attempt would be a first in the state because these grants were not normally given to water districts. The manager explained however, because of the district's charter, it meant the requirements of an eligible entity for funding.
18. The manager provided documentation of an appeal of a bill accumulated by Mr. George Cooper, 14 Dudley Lane, Kings Park, New York, Account #0801755 vs. the Boothbay Region Water District concerning a bill of \$1,930.43 for overage accumulated in 2009. The matter was now to be settled by the PUC board.
19. The manager provided the board a written request by Mr. Howie Barter, Pottle Realty Group concerning the extension of the season to late October. The board refused to entertain this request citing the thorough investigation and setting of the first Thursday after Columbus Day, conducted in 2009.
20. The manager reported that he had been working with Ms. Sue Mello and Ms. Sandy Wheeler on a project to fulfill a grant Ms. Wheeler received for a 7th grade project for drinking water protection. It appeared that the group would be constructing a stone swale and mulching at the public boat landing on Knickerbocker Lake.
21. The meeting was adjourned at 1952hr.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegra
Manager