

13 July 2010

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 22 JUNE 2010**

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, Ms. Sue Mello, Boothbay Register. Absent: None Trustee Marston (Treasurer), Trustee Carter (Clerk).

1. The minutes of the 8 June 2010 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 34, 35 & 36 were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
3. Mr. Ireland reported that trench paving was complete. Work was still on-going restoring the driveways and sidewalks. Loaming and seeding was reported to be on-going and in the beginning phase. Mr. Ireland STATED that “substantial completion” had not been reached and that Whorff was behind schedule.

The manager reported that he had had a conversation with Jim Lord P.E. earlier that day discussing Whorf's paving quantities to repair the work-zone. It appears that Whorff had used considerably more paving than it would be reimbursed for. The manager relayed that this was due in large part to poor road preparation (i.e. saw cutting existing paving) and “overblast”. The manager warned the board that the paving quantities would be in dispute.

A walk through to determine a preliminary punch list was scheduled for 30 June 2010.

4. The AM reported the district revenues were at 101% of expected while expenses are at 86% of budget.
5. The manager reported one employee had suffered a sprained ankle which required a visit to the St. Andrews Hospital, Emergency Room. The work caused no “lost time”.
6. The manager reported that treatment plant was operating within normal parameters and efficiently. Secchi Disc readings for Adams remained at or above 5 meters, which is outstanding for this time of year. On 18 June 2010 the treatment plant operators all re-certified in the Volunteer Lake Monitoring Program (VLMP) for environmental sampling. Lastly the manager reported that utilities technician Adam Macy was sitting for the Class IV Water Treatment Plant Operator exam on 23 June 2010.
7. The manager reported that all distribution operations were normal and Trevor Morin was sitting for the Class II Water Treatment Distribution exam on 23 June 2010.

8. The trustees discussed their review of the draft SWAP with Ms. Mello. With some remaining input from the board Ms. Mello was asked to make a final copy for review and discussion/acceptance.
9. The manager reported no news concerning the Section 319 grant application and would report anything once known.
10. The manager reported that he had met with Fire Chief Spofford and Assistant Chief Berry and completed the review of the plans provided by the Knickerbocker Group for the Bigelow Laboratory expansion in East Boothbay. Trustee Pinkham stated that he had reviewed the district's comments before they were submitted and said they looked good.
11. The proposed Commercial Street rehabilitation project was next discussed. The board received an update stating the design was in process.
12. The manager reported nothing new from the Maine Department of Environmental Protection concerning the permitting of Adams Pond under the Chapter 587 permitting.
13. Ms. Mello and the manager updated the board as to the BRES 7th grade project in which the district participated correcting erosion and sedimentation problems at the Knickerbocker Lake public access. The manager stated that it went absolutely awesome and shined a very positive light on BRES, Boothbay Harbor Public Works Department and most of all, the district. More importantly it showed how well things work on the peninsula with inter-governmental cooperation, something he hoped other governmental agencies would pick up on.
14. There was nothing new to report on the Cooper appeal at PUC.
15. The AM reported to the board that he and the customer services representative were evaluating a new billing and accounting software system as a cost cutting move and to improve compatibility with other existing and proposed software initiatives. The AM stated that this was in the early stages and a more formal presentation would be brought to the board before action, probably sometime this autumn. He concluded that if the change is made that it be done late this year with a switch 1 January 2011.
16. The AM reported that the selection of a rate engineer was on-going. The *Boothbay Register* queried the AM on general and specific points concerning this effort, with all questions answered to the best of the district's ability.
17. The meeting was adjourned at 1952hr.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager