

24 January 2012

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 10
JANUARY 2012**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee Carter, Boothbay (Clerk); Trustee MacPhee, Boothbay, (Vice Chair); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager; Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: Trustee Marston, At-Large, (Treasurer).

1. The minutes of the 27 December 2011 trustees meeting were approved.
Trustee Reed motioned, Trustee Carter second, vote: unanimous
2. Warrants 75-11, 76-11 & 1 were approved.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
3. The manager provided the board with a status report for the **East Boothbay Water Main Replacement Project**. On 6 January 2011 he had met with Mr. Jim Lord P.E. concerning the closure of the project. The manager reported that he was impatient with attorney Geoff Hole in that he had not wrapped this project to completion. Attorney Hole had been on vacation for the previous three-weeks, his assistant sent the manager the following list to be verified complete:
 - Penny & Brian Donovan;
 - East Boothbay General Store;
 - John B. Murray;
 - Bill Lewis;
 - Wallace Brewer;
 - Martin Knapp;
 - Mary Alice Fairly;
 - Hodgdon Yachts;
 - Peter Ripley; and
 - Diana Kerr

The manager reported informed the board that he intended to ascertain a definitive status report on the list provided, within 24- hours. The manager then stated that he will submit his findings to Attorney Hole and inform him to “step on it”. The manager then informed the board that the bush at Ms. Freda Burnham’s residence was never replaced and in the interest of expediency the district was going to do this.

The manager presented the board with a letter from the United States Army Corp of Engineers which stated that the district was now in full compliance with regard to the channel crossing at Mill Pond.

4. The manager had nothing new to report concerning the **Bigelow Laboratories** project.

5. The AM reported on **Safety** matters. Mr. Greg Kidd had been hired by the district to begin operator training for the upcoming exam. The manager reported that He and he AM had conferred and have also contracted with Mr. Kidd to review all of the safety documentation to ensure full compliance with the Maine Department of Labor.
6. The manager provided the board with a report on **Treatment Plant Operations**. Treatment plant operations were moving ahead of all expectations. As of that morning, the swing treatment plant operator qualified to stand on-call. The manager stated that “at long last we have a three-man on-call rotation”. The manager explained that the three-man rotation had been of extreme concern in that the former two-man rotation was burning the treatment staff out; reducing preparedness and efficiency. The manager reported the morale of the treatment staff was very high.

The manager reported that the 2012 capital improvement projects, including the repair to the #1 vertical turbine were awaiting Boothbay Region Water District, 2012 Budget approval to move forward.

7. The manager reported on **Distribution Division** activities. The manager reported the crew was fully engaged in winter operations and was beginning to revamp the shelving for the meters. The manager stated from the outside looking in, shelving seemed to sound trivial. Trustee MacPhee interjected that the district deals with the most seasonal meters of any district in Maine and that the accumulated storage weight of the meters was well into the tons. The manager finished by informing the board that the proper storage was critical to the maintenance and operation of the meters as well as being compliant with Maine Department of Labor regulations.
8. The manager next updated the board as to the status of the **Southport Water System/BRWD Amalgamation**. The manager presented the board with an excerpt of an e-mail written by Ms. Kirsten Hebert, Assistant Executive Director, Maine Rural Water Association (MRWA). The bill for the amalgamation will be introduced to the legislative council on 26 January 2012 and that he would fully brief the amalgamation committee on 18 January 2012 in Southport in a more detailed fashion.

Thank you for your kind words, Jon. I spoke with Bruce this morning. He is all set, but would enjoy talking with you on Monday, if you are able to call him. He won't be back in Augusta until Tuesday, so try the home number of XXX-XXXX. (removed to protect privacy – JZ 12/24/12)

I shared with him that the next Legislative Council meeting was Jan 26th and that we needed him to go to the meeting to petition the Council to put the bill in. I told him I would work with the Reviser's office to get something started... K. Hebert, MRWA

9. The manager reported that on 5 January 2012 he was elected president of the **Maine Water Utilities Association** for the 2012 term.
10. The manager reported he was still awaiting a proposal from Wright-Pierce for the **GIS** effort.

11. The manager had no new news concerning the **SCADA Upgrade**. The manager and the chief treatment plant operator met with Dirigo Engineering on 6 January 2012 for a preconstruction meeting. The SCADA Upgrade is a design/build project that will commence on 19 January 2012 with a design conference, at the treatment plant with Dirigo Engineering and EII. The manager reported that EII has been given until mid-March to complete the project. The actual installation will take only 4 to 5 “intense” days. The board instructed the manager to keep them informed as to the schedule and scope of service.
12. After considerable debate, the board approved the **Boothbay Region Water District 2012 Budget** as proposed.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
13. The board voted to go into **Executive Session pursuant to 1 M.R.S.A. § 405(6) (A)** at 1935 hr.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
14. The board came out of Executive Session at 2030 hr.
Trustee MacPhee motioned, Trustee Reed second, vote: unanimous
15. The meeting was adjourned at 2031 hr.
Trustee Reed motioned, Trustee Carter second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager