

27 February 2007

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 13 FEBRUARY
2007 & 22 FEBRUARY 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee Carter (Clerk), Trustee Marston, Manager Jon Ziegler. Guest: None. Absent: Trustee MacPhee (Vice Chair), Trustee Curtis (Treasurer), Administrative Manager (AM) Bob Raudenbush.

1. The minutes of the 23 January 2007 trustees meeting were approved.
Trustee Marston motioned, Trustee Carter second, vote: unanimous
2. Warrants 6, 7 & 8 were approved.
Trustee Marston motioned, Trustee Carter second, vote: unanimous
3. The manager alerted the board that Mr. Dave Libby was supposed to attend the meeting to discuss the most recent revision of a proposed contract between Verizon Wireless and the district regarding the possible construction and maintenance of a cellular tower at the district's treatment plant site. Because Mr. Libby and Verizon personnel any discussion or action on the proposal was tabled indefinitely.
4. The manager reported the closing for the bond for the Knickerbocker Lake Intake project was set to be signed on 22 February 2007 at 1000 hr. at the district office. The manager advised the board because of Trustee Curtis anticipated unavailability for the closing, the board may find it prudent to temporarily elect a new Treasurer to assume those duties as required by the United States Department of Agriculture, Rural Development. Trustee Carter motioned to make Trustee Marston Treasurer, assuming all required duties therein, until 0001 hr. 1 March 2007, at which time the position and duties would revert back to Trustee Curtis.
Trustee Carter motioned, Trustee Pinkham second, vote: unanimous
5. The manager updated the board as to the status of revision to the Maine Department of Environmental Protection (DEP) Chapter 587, *In-Stream Flow and Water Level Standards*. The board was made aware that this rule, being a substantive change, had not yet been scheduled. Trustee Carter had many questions concerning the status of the district in regards to this rule change. The trustees discussed the possible ramifications extensively. The trustees renewed their commitment to publicly comment on this action particularly when it is presented to the Maine legislature.
6. The manager reported, by direction he had given Dirigo engineering authorization to complete the design phase for the Reed Road rehabilitation project. In light of recent water main breaks, for which the manager showed the trustees as being tracked, the trustees were still prioritizing which rehabilitation/looping projects that would be considered during the 2007 construction season. The trustees reiterated their desire to have this project ready to go and waiting funding.

7. The manager reported that the district's forester, Mr. Mitch Keihn, recommended no thinning activities be initiated along Route 27 between the road and the water other than that of clearing dead plants and either leaving or chipping the material on site. The manager informed the board that he had pulled the district's application for forestry work in this location being considered by the Boothbay planning board.
8. The manager reported no change in status with the memorandum of understanding (MOU) with Lincoln County for hazardous materials response at the district.
9. It was reported there was a pending offer on the 11 Storage Way property reported by Clayton Pottle. The manager informed the board the property was being inspected by district personnel on a routine basis and was in sound condition.
10. The manager reported the AM had sustained a serious injury and would probably not be available for duty for quite some time. Prior to his unintended absence the new server and associated hardware had been ordered with Burgess Computers and was set to be integrated into the system 26 February 2007. The manager stated he was looking into training options for staff and would step this process up once the system began to take shape.
11. The manager reported the sampling plan for the East Boothbay Tanks had not been completed due to excessive ice build-up within the tank itself. The manager reported he had discussed this with Dirigo Engineering and they were looking into a low-cost strategy for removing the structure and restoring the site.
12. The manager reported the Adams Pond Culvert Replacement project had gone out for bid and the engineer reported significant interest. All of the bids were going to the town of Boothbay and will be opened 2 March 2007. Upon request of the trustees the manager repeated the arrangement with the town of Boothbay stating the district was responsible for the design, bidding and inspection for the project while the town would be responsible for the installation and upkeep. The board was pleased with the progress of this project.
13. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Sunset Acres – No change in status

Dora Highlands – Home construction was reported to be in progress.

Boothbay Country Club – the manager reported Agri-Scape, JJR Associates prime contractor, was no longer employed and that H. Crooker Inc. would be completing the repair and remaining punch-list items. The manager reported the district had ordered the new fusing machine and would be looking to JJR Associates to reimburse a portion of the cost per agreement.

14. The Customer Service Representative (CSR) reported she had received word from the Public Utilities Commission (PUC) concerning Consumer Assistance Division Complaint No. 2006-21181 placed against the district by Mr. Wayne Moore, P.O. Box 21, East Boothbay, Maine. The CSR reported the PUC had ruled in favor of the district and Mr. Moore was now responsible for \$53.92 in back fees. Trustee Marston asked if Mr. Moore would be responsible for settling the debt prior to seasonal turn-on in which the CSR reported he would or no service could be provided per PUC rules.

15. The board began review of the existing Boothbay Region Water District, Abatement Policy. Trustee's Carter and Marston analyzed the need taking into consideration the flexible options the district has in assisting customers pay debts occurring from unforeseen circumstances. After lengthy debate Trustee Marston motioned to eliminate the Boothbay Region Water District, Abatement Policy and allow staff to handle such matters within the guidelines of PUC rules.
Trustee Marston motioned, Trustee Carter second, vote: unanimous
16. The manager presented a letter from the Maine Department of Health, Drinking Water Program allowing the district to go back on reduced monitoring for lead and copper. This was issued to the district for compliance with procedures, and corrective actions taken, in response to the 2004 lead evaluations.
17. The manager reported the winter of 2006/2007 had to-date caused five water main breaks within the system. With the relatively high number of breaks the manager alerted the trustees to the possibility of abnormally high labor costs for the first quarter of 2007.
18. Mandatory safety training was reported to be scheduled for 14 & 15 February 2007 for the entire crew. This was most likely to be re-scheduled due to an impending storm. The board asked the manager to keep them informed as to any changes with this requirement.
19. The meeting was adjourned at 1525 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

The Board of Trustees convened at 1400 hrs. 22 February 2007. In attendance Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee Marston (Treasurer), Manager Jon Ziegler. Guest: Attorney Geoff Hole, Bernstien, Shur, Sawyer & Nelson; Mr. Alton "Swede" Wedberg, United States Department of Agriculture. Absent: Trustee Curtis, Trustee Carter (Clerk), Administrative Manager (AM) Bob Raudenbush.

1. Trustee Pinkham called the meeting to order at 0942 hr.
2. Trustee Marston motioned to make Trustee MacPhee Clerk, assuming all required duties therein, until 0001 hr. 1 March 2007, at which time the position and duties would revert back to Trustee Carter.
Trustee Marston motioned, Trustee Pinkham second, vote: unanimous
3. Trustees Marston, MacPhee and Pinkham signed the required documents to assume a loan from the United States Department of Agriculture, Rural Development for the sum of \$391,000.00 for payment of the Knickerbocker Lake Intake, at an annual rate not to exceed 4.25% and to be paid over a period not to exceed 41 years with the first payment to be made February 2008.
4. The meeting was adjourned at 1022 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

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