

11 December 2007

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 27 NOVEMBER 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer)(per telecom), Trustee Marston, Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Geoff Smith, Assistant Code Enforcement Officer (ACEO), Boothbay; Ms. Lisa Kristoff, Boothbay Register. Absent: Trustee Carter (Clerk),

1. The minutes of the 13 November 2007 trustees meeting were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 67, 68 & 69 were approved.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
3. Trustee Pinkham recognized Mr. Geoff Smith who provided the board with the November watershed report. Included in the report were efforts being taken by the town of Boothbay to limit traffic at Knickerbocker Landing. In addition, Mr. Smith presented the board with the conceptual plan for improvements at Clifford Park including the construction of a new baseball field and expansion of playing fields. The ACEO assured the board that the plan for filling and closure of the filling operations at Clifford Park was approved by the Maine Department of Environmental Protection. The board thanked Mr. Smith for the report.
4. The manager reported that on 14 November 2007 he contacted attorney Geoff Hole and discussed the contract and Jordan Construction's concerns in particular, with him in depth. Attorney Hole was reported to verify that the contract was written correctly and that the district was only responsible to pay Jordan Construction the "in-place" price and there existed substantial case law that defined this type of contract. On 26 November 2007 the district acknowledged a measurement error in trench calculation. The manager reported it appeared the district owed Jordan Construction additional funds. The manager went on to inform the board the revised numbers were sent to Dirigo Engineering and an amended pay request was being prepared for the next meeting.
5. The manager reported Express Electric had been on-site to scope the generator installation project. Express Electric reported the generator was on order and would be in Maine the first week of December. The board was further informed the construction/installation would commence mid-December and continue into the New Year.
6. The manager had nothing new to report on the status of the East Boothbay standpipe demolition.

7. The board next considered the status of the Sea Street Community Development Block Grant (CDBG). On 15 November 2007, the manager met with Ms. Amy Winston, Lincoln County Community Development, to discuss what remains to be done. It was reported that she had been in contact with all of the parties and set dates for the pre-application submissions. The final design and bid specifications from Dirigo Engineering was reported to be close to completion.
8. The manager had no new information concerning the regions many subdivisions.
9. The AM reported the district budget looked good. The AM reported district revenues were 3% above projections while expenses remained 20% under. However, the AM reminded the board the final bond payments for the year were due in December one being approximately \$21,000.00 and the other \$176,000.00.
10. The manger reported the district water reserves were at 100% and the water quality was good.
11. The manager presented the board with a proposal from Reny Construction for emergency and non-emergency excavation and trucking services. The manager explained that he had canvassed other contractors and recommended Reny Construction be locked in for 2008 due to reasonable pricing, 24-hour access and a fully functional gravel processing plant. Considering the most recent excavation contract and the cost for 100% trucked in fill, the board concurred that a contractor with on-site processing capability was preferable and endorsed the mangers recommendation.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
12. The AM requested of the board preferences for the Maine Rural Water Annual Tradeshow. Trustee Curtis informed the board he would not attend.
13. The manager updated the board on the operations of the treatment plant. It was reported that on 13 November 2007 the influent valve to Treatment Unit #1 began to show signs of failure. It was explained this is a pneumatic valve system that regulates the flow of water through the clarifier and filter. After reviewing the manuals for this valve system the most cost effective way to repair this problem was to replace the pneumatic actuator and valve. The manager reported this repair will be added to the 2008 winter treatment plant maintenance list submitted 13 November 2007 and will be accomplished during filter unit shutdown.

In addition, it was reported that on 23 November 2007 the treatment plant lost communications with the remainder of the system making operations challenging. The treatment plant operators were able to maintain water in the system but had to have EII Engineering respond on a weekend call. An electrical short at an AC to DC interface in the raw water pump station, related to the Knickerbocker Intake was reported to be the culprit. During the “flying blind” period the fire chiefs for both Boothbay and Boothbay Harbor were notified and that at any time there was no threat to public safety.

14. The board voted to go into executive session pursuant to 1 MRSA §405 (6) (D) & 1 MRSA §405 (6) (A) at 1422 hr.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
15. The board came out of executive session at 1430 hr.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
16. The meeting was adjourned at 1432 hr.  
*Trustee MacPhee motioned, Trustee Marston, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,  
Manager