

8 April 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 25 MARCH 2008**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Pat Farrin, Farrin & Sons Construction, Boothbay, Maine

1. The minutes of the 11 March 2008 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 16, 17 & 18 were approved.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
3. Trustee Pinkham recognized Mr. Farrin who requested the district allow Mr. Farrin to build a road over the water district's easement located on Boothbay Tax Map R4 Lots 169 & 169D for the purposes of accessing property for subdivision purposes. The manager advised the board that as a matter of practice, the board should not grant vehicular easements over primary transmission mains on private property with easements. The manager sited damage to this Knickerbocker main on the Back River Road side where a vehicular easement was granted in 1991. Trustee Curtis motioned not to allow any vehicular traffic easements on the Knickerbocker Line right-of-way. The motion did not carry.
Trustee Curtis motioned, Trustee Marston second, vote: Yea - Pinkham & Curtis, Nea - Marston & MacPhee
4. The board entertained a request by Mr. Farrin to look at the property and come up with an engineered solution so that a road could be built. Trustee Marston motioned to instruct the manager to enlist the services of a qualified engineer in determining the requirements and developing construction standards for Mr. Farrin to construct the road; In addition the manager was instructed to allow Mr. Farrin to participate in any field visits. The motion included a progress report be given to the trustees at the next trustees meeting. The motion passed.
Trustee Marston motioned, Trustee MacPhee second, vote: Yea - Marston, MacPhee & Pinkham, Nea - Curtis
5. Trustee Marston led a discussion concerning the upcoming documentary to be made about the district on cable access channel 7. The board discussed many elements of the operation of the district including trustee actions, fiscal policies, operation of the treatment plant, distribution systems, outside influences by regulation and ongoing programs. After lengthy discussion Trustee Pinkham instructed the manager to include this topic as an action item for the 8 April 2008 meeting.

6. The manager reported he had reviewed the preliminary design by Wright-Pierce for the Vi Lee project and had rejected it, sending it back for more detailed revision. The manager explained to the board that he was interested in having a detailed design with elevations which Wright-Pierce was reported to be completing. The manager went on to inform the board that once an acceptable plan was in hand attorney Geoff Hole would be contacted to draft documents to be brought to Ms. Lee accepting the proposed work plan and holding the district harmless from any further action.
7. The manager discussed the status of the winter maintenance at the treatment plant. The manager reported the painting was complete and looked great. Both influent valves were reported installed and were reported to be working at top efficiency. The crew was reported to be finishing the winter maintenance cycle by cleaning and treating the treatment room floors with an environmentally safe sealer.
8. The manager reported on the status of distribution operations. It was reported the district submitted the 2007 cross-connection control report to the drinking water program with no deficiencies noted. The manager reported the crew was completing a retro-fit on the By-Way in Boothbay Harbor to support major renovations to Pier 1, straightening out the “rats nest.” The manager thanked to Reny Construction and the Boothbay Harbor Public Works Director for their help. The board asked the manager to write a letter for trustee Pinkham’s signature thanking the Boothbay Harbor Public Works Director for his support. Lastly the manager reported Adam Macy was sitting for his Class II license that day.
9. The manager reported on the status of the district’s efforts to comply with the *Chapter 587 In-Stream Flow Rule*. The district was working through a data request issued by the state concerning design capacity. The manager reiterated the proposed design capacity definition as it is being considered could result in stranded costs for the district. The application to be submitted to the Maine Department of Environmental Protection was in-process with the help of Wright-Pierce Engineering.
10. Upon the recommendation of the manager Trustee Pinkham signed the final pay request for the Knickerbocker Lake Intake Generator project minus 10% to be held in retainage.
11. The manager reported Dirigo Engineering was creating a safety and health plan as well as construction specifications and bidding documents for the demolition of the East Boothbay Standpipe.
12. The AM reported the budget and financial picture of the district looked normal for the time of year. The AM informed the board that the 1st Quarter Budget Report would be formally presented to the board at the 8 April 2008 meeting.
13. The manager reported that since the previous meeting the district was able to procure the needed financial documents provided by the Boothbay Harbor Shipyard necessary for the submission of the Sea Street community development block grant (CDBG). The documents were provided to the state on-time. The manager reported he had had breakfast with Representative Bruce MacDonald on 24 March 2008 who serves on the department of economic and community development (DECD) oversight committee. Representative MacDonald was reported to be keeping contact with this CDBG submission and would alert the district if any additional information was required. The board requested Trustee Pinkham thank Representative MacDonald for his help at the next Lion’s Club meeting.

The manager went on to inform the board the state revolving fund (SRF) submission was completed in-house and submitted. Mr. Bill Johnson, SRF was reported to be coming to the district on 27 March 2008 to complete the required capacity review. Trustee Pinkham was requested to attend the meeting.

14. The manager reported the district required assurance from Harry Crooker & Sons assuring the water main at Dora Highlands punch list would be completed and a check from Mr. Harry for an outstanding balance of \$2,506.02 be provided so that the district could accept the Mt. Dora Highlands water mains.
15. The meeting was adjourned at 1525 hr
Trustee MacPhee motioned, Trustee Marston, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegra,
Manager

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