

22 April 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 8 APRIL 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. Geoff Smith, Assistant Code Enforcement Officer (ACEO), Town of Boothbay Absent: Trustee Carter

1. The minutes of the 25 March 2008 trustees meeting were approved with revisions.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 18, 19 & 20 were approved.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
3. Trustee Pinkham recognized the ACEO who provided the board with an outline of the various enforcement/educational/building activities that had occurred in the watersheds of Adams Pond and Knickerbocker Lake during the month of March. The ACEO said that all activity had been “very light” in the watersheds. The ACEO informed the board the town would be sponsoring an Earth Day clean-up of the Knickerbocker Landing on 22 April 2008. The board authorized the manager to donate equipment and manpower to support this effort if available. In addition the ACEO informed the board of a proposed relaxation of the shore land zoning rules for certain districts within the town. The proposed measure would not affect any of the current zoning restrictions for Adams Pond and Knickerbocker Lake. Lastly, the ACEO reported that he had toured district property located on Boothbay Tax Map R-4, Lot 165E and reported no local violations.
4. Trustee MacPhee instructed the manager to arrange a meeting between the district, ACEO, the Boothbay code enforcement officer (CEO), the Maine Department of Environmental Protection (DEP) and Mr. Pat Farrin to review current land use regulations, disposal law and erosion control. The intent of this meeting was to get all of the players “on the same page.”
5. Trustee Marston led a discussion concerning the upcoming documentary to be made about the district on cable access channel 7. After a lengthy discussion it was decided further discussion on this topic would be tabled until all trustees could be assembled in person.
6. The manager reported Wright-Pierce would be visiting Ms. Lee to survey her property so that the voluntary services to be provided by the district would be properly set to grade. The manager reported he had been in contact with attorney Geoff Hole and the proper documentation was being prepared to reaffirm the district’s position in this matter and to hold the district harmless from any future frivolous claims.

7. The manager reported the winter maintenance cycle for the district was nearing completion. The manager went on to explain that in relationship to the budget and a high estimate for laboratory renovations, the planned laboratory upgrade would have to be postponed until fiscal year 2009. The board concurred. With that said, the manager reported that he was very much pleased with the current status of the plant.
8. The manager reported that preparations were being made for seasonal turn-on. The seasonal system was scheduled to be charged 10 April 2008 with repairs and disinfection/flushing to be completed the week of 14 April 2008. So far all was reported to be on-schedule.
9. The manager reported that he had signed a letter of intent with Wright-Pierce to move forward on preparing the documentation for the determination of System Design Capacity as the first step in compliance with the Chapter 587 In-Stream Flow Rule. The manager reported the necessary data was being compiled by the district including historical data from Adams Pond concerning chemistry and water level, rainfall data, historic demand, raw water flow, dam structure and history.
10. The manager reported the West Harbor standpipe had been disinfected, flushed, bacteriologically cleared and was now in service. The Boothbay and Boothbay Harbor fire chiefs were reported to be aware of this change in status.
11. The manager reported Dirigo Engineering was working on the safety plan and bid documents for the East Boothbay Standpipe demolition. On 2 April 2008 Dirigo surveyed the area to develop the demolition plan. Access to the sight was completed with the permission of the landowners. The district was now awaiting bid specifications and the health and safety plan.
12. The AM provided the board with the Boothbay Region Water District, First Quarter Budget summary. The board took the document under advisement and instructed the manager to put further discussion of this document on the agenda for the next meeting, giving the trustees ample time to review the document in detail.
13. The manager reported on 27 March 2008 Bill Johnson interviewed Trustee Pinkham, the AM and the manager to complete the capacity review of the district. The manager remarked that the process was an "enlightening experience." Overall the district passed with the state of Maine reportedly "impressed" with district operations. A copy of the completed review (without revisions) was provided to the trustees.
14. The manager reported on 31 March 2008 the district received the required letter from Harry Crooker & Sons Inc. agreeing to complete the outstanding punch list for Phase I of the Mt. Dora Highlands subdivision. On 3 April 2008 Mr. Harry Kelley provided the district with the outstanding \$2,506.02 owed by the developer for the subdivision. The manager reported all of the proper documentation was in-place for the district to accept the 8" water main and all installed appurtenances from Mt. Pisgah Standpipe north on Summit Road, Sophia Drive, Hansen Drive, and Park Street with the connection to Lobster Cove Road. The manager recommended the board accept all water infrastructure as described in ***Mt. Dora Highlands Subdivision at Mt. Pisgah, Phase 1 Record Drawings, Boothbay Harbor, Maine, March 2008*** duly notarized by State of Maine Professional Engineer Thomas D. Doyle, certification # 11190, dated 7 March 2008. The board accepted the new infrastructure.

Trustee Marston motioned, Trustee Curtis second, vote: unanimous

15. The manager informed the board that he had met with the Knickerbocker Group and Sebago Techniques on this project on 31 March 2008. This meeting was reported to be very preliminary on the conditions for extending water service to the proposed Linekin Bay Resort in Boothbay Harbor. The district reported that he provided an outline of the districts construction requirements and terms and conditions of service. On 7 April 2008 the manager provided the developer a signed an agreement, as required to apply for a main extension. The manager reported he had not received an executed copy of the agreement. . The district was reported to be requiring \$10,000 in up front costs from the developer to move forward. No further action on this project was reported.
16. As required by the board, the manager reported he had met with Wright-Pierce Engineering who was writing design criteria to be used as a policy for designing and building roads over district utility easements and specifically requirements for the proposed road by Mr. Farrin across the Adams property in particular. The manager reported that as required he and representatives of Wright-Pierce would be walking the proposed road route with Mr. Farrin on 9 April 2008 to ascertain Mr. Farrins needs for his proposed sub-division road. The board reaffirmed their commitment to continue.
17. As requested, the manager provided the board with his proposal for a seasonal extension policy. The following findings and recommendations for extension of the fall season for seasonal water included elements determined by the manager and the distribution foreman as a manageable solution. In addition weather, both long-term and actual for the past five years was reviewed to ascertain freeze threats. The manager recommended any plan include the following elements:
 1. This policy be on a trial basis;
 2. Season extension only offered to commercial accounts;
 3. sufficient money be put into escrow to cover any damage resulting from extending the season as determined distribution foreman; and
 4. Service terminated on the last Wednesday at 0700 hr. in October.

The board tabled further discussion until the next meeting. The manager was instructed to provide the board with a five- year analysis of low October temperatures.

18. The manager requested that the current rate analysis already approved to be undertaken by the board, have its scope be amended to include a detailed update to the district's 1999 master plan. The manager reasoned that this would be a good idea because he was able to tap into grant funds that would pay 50% of this effort and that the district had "run off the map" with the current master plan. The board concurred that this was a sound investment and authorized the manager to proceed.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
19. The board voted to go into executive session at 1459 hr. to discuss security matters
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
20. The board voted to com out of executive session at 1501 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
21. The meeting was adjourned at 1503 hr
Trustee MacPhee motioned, Trustee Marston, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager

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