

24 November2009

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 10
NOVEMBER 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Carter (Clerk), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Ms. Sue Mello, Boothbay Register
Absent: None.

1. The minutes of the 27 October 2009 trustees meeting were approved with revisions.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 60, 61, & 62 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. Trustee Pinkham instructed the manager to read the bid results for the East Boothbay Water Main Rehabilitation project obtained at the bid opening, 1000 hr. that morning and read them into the record. The bids were as follows:
 1. Bill Whorff & Sons, Inc. \$1,524,525.00
 2. Harry C. Crooker & Sons, Inc. \$1,581,740.00
 3. S. E. MacMillan Company Inc. \$2,311,405.00
 4. Sargent Corporation \$2,384,155.00
 5. George C. Hall & Sons, Inc. \$2,496,300.00
 6. C.H. Stevenson Inc. \$2,550,870.00
 7. D & C Construction Inc. \$2,612,515.00
 8. Harold Warren Construction \$2,660,290.00

The manager informed the board that the project is not ready to award. Dirigo was still reviewing the lowest two bids to ensure that whoever was awarded the contract can, in fact complete the work. The manager requested authorization from the board to award to either of the lowest two bidders upon successful review by Dirigo Engineering and authorization from the United States Department of Agriculture, Rural Development (RD). The board authorized the manager to award the contract upon those conditions.

Trustee Marston motioned, Trustee Curtis second, vote: unanimous

4. The manager reported the town of Boothbay had approved the easement for the water district to use a ten foot swath of town land adjacent to the stream crossing in East Boothbay for water main placement at the special town meeting the previous night.

5. The AM submitted the monthly budget comparison report. The AM reported that the expenses have exceeded revenues for the time period. The AM stated that all revenues had not been submitted and that next month all revenues should be back on schedule. The manager added the district had sold to date 2,239,161 cubic feet less than it did for the same period the previous year, which was also a below average year. The AM believed the contingency funds will not grow this year and we may be needed to make the upcoming bond payment. The AM stressed, however, the district was still solvent and saw no need to curtail current operations.
6. The manager reported the Adams Pond Dam Gate was being fabricated by Midcoast Machine. The manager said he had been in touch with Boothbay and hopefully it will be installed very soon.
7. The manager reported on treatment plant operations. There was discussion regarding the status of the following:
 - a. Treatment Plant Operations – The plant is running at good efficiency.
 - b. Sodium Hypochlorite – Since the last report the district had completed the design, applied for conversion and been granted permission by the state to convert. We have received the new bulk tank and construction within the new hypochlorite room had begun.
 - c. LT2 Monitoring – Last colony counts was 0. The district was averaging way below the action limit.
8. The manager reported the seasonal shutdown was complete. The distribution staff had begun meter maintenance and the meter lab is now open for business. Utilities technician, Adam Macy had computerized the testing at no additional cost to the district streamlining access and organization of test data. The manager stated it is too early to provide any failure rates. Lastly it was reported the distribution crew had begun to complete the final outfit of the construction trailer.
9. The manager reported he had been in contact with the Maine Department of Transportation (DOT) yet again concerning the Knickerkane Bridge. The manager was convinced the district was close to a good final draft of an agreement. The final agreement allowed the district to pay nothing for the infrastructure in the bridge. The district was responsible for the rollers and had to provide the contractor one stick of 16” ductile iron main to be installed as a sleeve in the bridge abutments.
10. Sue Mello reported that the SWAP update was progressing well and that she had completed the Knickerbocker Lake watershed survey and was now concentrating on Adams Pond. Ms. Mello informed the board she would have the final report completed by the end of the year.
11. The manager reported that he had submitted the final comments on the master plan to Wright-Pierce and was awaiting the final versions of the full plan and the executive summary.
12. The manager reported he had been in contact with Knickerbocker Group and was reviewing preliminary conceptual documents for the Bigelow Laboratory complex.
13. The manager reported the Alley easement was in process.

14. Discussion opened concerning the possibility of replacing Commercial Street in Boothbay Harbor. The manager relayed the early word from RD that there are all kinds of grant/loan packages for this. Discussion of this project was left for upcoming meetings.
15. The meeting was adjourned at 1924 hr.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager