

25 January 2011

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 11 JANUARY 2011**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston (Treasurer), Trustee Curtis, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Sue Mello, Boothbay Register. Absent: Trustee Carter (Clerk).

1. The minutes of the 28 December 2010 trustees meeting were approved with revisions
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 10-76, 1 & 2 were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
3. The manager reported that there had been no new complaints concerning this project. Mr. Jim Lord and the manager had thoroughly reviewed the Scott Adams and determined limited viability to his assertion that the inflow to Mill Pond had been altered as a result of the project. The manager expressed his disappointment that Dirigo Engineering had not caught the problem earlier. The channel was offset by six feet could. The manager went on to report; Dirigo ran the necessary concurrences with the Army Corp of Engineers and the Maine Department of Environmental Protection the week of 3 January 2011, with Reny Construction completing the alterations earlier in the day.
4. The manager reported that Nitram Excavation had completed phase II of the Commercial Street Water Main Replacement project on 3 January 2011, packed up to the satisfaction of the town of Boothbay Harbor, and left town. The Boothbay Harbor public works director graded and rolled the road to a point satisfactory to the town. Nitram was reported to have left materials for use by the town of Boothbay Harbor, for maintaining the road. In addition, the contractor left a 4-ton roller for the expressed use of the town to assist in any road maintenance that may occur during the contractor's absence. Lastly the manager relayed that on 5 January 2010 Trustee Pinkham presided over the most recent payment meeting. At this meeting the district dispersed \$88, 519.68 of American Recovery and Reinvestment Act of 2009 (ARRA) funds. The manager submitted the minutes of that meeting into the official district record.
5. The manager reported nothing new with Bigelow Laboratory.
6. The AM reported the year ended with a loss due to the need to replenish "sinking funds" and that has yet to be done due to insufficient revenue.
7. The AM Raftelis rate engineers have requested more data clarification. This will answered this week.
8. The manager reported no safety issues or problems in the previous weeks.

9. The manager relayed that on 3 January 2011 Adam Macy was detailed into the treatment plant with the goal of the treatment division to assist Adam in learning the required knowledge to pass the Class IV water operators examination in March 2011. The plant was reported to be operating efficiently and winter maintenance had begun. The incoming raw water turbidimeter had been replaced due to failure and the majority of the work being performed was needle gunning and painting.
10. The manager reported all was fine with the distribution crew. The winter meter replacement cycle was reported to have begun. The district experienced a main break on 6 January 2011 on Lobster Cove Road, just short of the culvert. No pavement was disturbed, no property damage was observed and service was reduced for only a short period of time. The crew was able to affect repairs during daylight hours with only a minimum of overtime expended. Trustees Marston and MacPhee inquired as to the date of that main's installation. The manager did not know but would research the question for the 25 January trustee meeting. Trustee Pinkham told the manager he would assist in the research if needed.
11. The manger reported ongoing work with the Southport proposal.
12. The board was made aware of a workshop, requested by the town of Boothbay to discuss the assistant code enforcement officer (ACEO) including the board of trustees, selectmen, town manager and manager that was scheduled for 17 January 2011 at 1400 hr. at the district office. The manager reported to the board that he had been in contact with the town manager, who would be proposing a reorganization of both the town structure but pricing for the service as well. The manager reported that he had invited Ms. Sue Mello to attend on behalf of the water district because she knows more of what needs to be completed than staff.
13. The manager stated that he was awaiting Leighton and Associates to complete the survey of the district property located between the Farrin and Mitchell property.
14. The board approved the Boothbay Region Water District 2011 Budget as amended.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
15. The manager reported the 2010 Knickerbocker Lakes Withdrawal Permit L-16707-2B-D-M Annual Report was delivered to the MDEP on 30 December 2010 at 1300 hr., stamped as received and a receipt returned to district personnel at that time. The manager reported the district was in full compliance with said permit.
16. The manger provided the board with a directive from the Maine Center for Disease Control, dated 10 January 2011, entitled an Interim Guidance for Community Fluoridation. The guidance document outlined an upcoming change in the optimum range of fluoride concentration in the water the district manufactured. The guidance gave the district the option to comply early with the new standard as the new rule maneuvers through the rule making process. The manager stated that he had made the decision to adjust the level of fluoride, currently averaging 1.23 ppm, to 0.70 ppm and the plant operate within an optimum range of 0.5 ppm to 1.0 ppm, a change from the old standard of 1.0 ppm to 1.4 ppm. The manager reported that this new policy would equate to a 40% reduction of fluoride addition and cost. This policy was initiated earlier that day.
17. The manager reported the district had received a proposal for the construction of a communications tower at the Mt. Pisgah standpipe. The manager reported the proposal was still under review. The board requested this be an agenda item at the next trustee meeting.

18. The manager informed the board that he had recently been elected vice-president of the Maine Water Utilities Association.
19. The board went into executive session pursuant to 17-MRSA §405(6) (A) at 1926 hr and shortly thereafter dismissed the AM for the evening.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
20. The board came out of executive session 1934 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
21. The meeting was adjourned at 1935 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager

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