

24 March 2009

MEMORANDUM

From: Manager
To: Board of Trustees

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

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Ms. Sue Mello, Boothbay Register; Mr. Richard Spofford, Fire Chief, Boothbay; Mr. Daniel Flaig P.E. Wright-Pierce Engineering. Absent: Trustee Carter (Clerk).

1. The minutes of the 24 February 2009 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 12, 13 & 14 were approved.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
3. The manager presented the board with a written report provided by the assistant code enforcement officer for the town of Boothbay. The report outlined efforts the town was making to comply with LD 2249 and detailed the town's intention for certifying contractors who will perform future work within the watersheds of Knickerbocker Lake and Adam's Pond.
4. The manager reported that there was no new news concerning the potential funding for the East Boothbay Water Main Replacement project but he was still in contact with the town manager of Boothbay.
5. The AM reported budget figures for revenue are running about 2% over projections and expenses are running about 1.5% over expectations. The AM did a quick expense comparison between 2008 and 2009 indicating that expenses are normal.
6. The manager reported on the status of treatment plant operations and winter maintenance:
 - a. Ammonium Sulfate Conversion - The manager reported that all but one component required for the conversion had arrived and the project was in-line to be completed after the filter upgrades were completed.
 - b. Air Scour System – The manager reported He had met with Mike Tomacelli and the project was on-track with the replacement piping under construction.
 - c. Waste Water Recirculation Refit – The manger reported the project was completed and tested on 4 March 2009. Completion of the project included a confined space entry into the backwash waste tank that was performed in accordance with Maine law. Trustees Curtis and Marston instructed the manager to pass along their congratulations to the chief treatment plant operator and the treatment plant operator.

- d. Sewer Pit Float Repairs – nothing new to report.
 - e. Effluent Valve Upgrades & Filter Maintenance - The manager reported on 3 March 2009 treatment plant operators cut in the first effluent isolation valve into the treatment system directly downstream of filter #2 and the new effluent valve was installed two later. The manger went on to explain the new effluent valve will be wired in by Sullivan and Associates 17 March 2009. Filter 2 will then tested. Running concurrently with the valve installation is corrosion control in the filter itself. Once filter 2 is back on-line the process will be repeated on filter 1. A plant shutdown was required and went very smooth with no problems in service. The shutdown lasted only three-hours when it was budgeted for eight.
7. The manager reported a main break occurred on 7 March 2009 on Reed Road in Boothbay Harbor. The break was handled within five hours by junior staff. In other distribution news the manager reported the meter testing program was on-track and backflow prevention was in compliance.
 8. Mr. Flaig reported that a solution may have been found for installing a new main on the new Knickerbocker Bridge. No cost regarding this line has been discussed with the State to date.
 9. Mr. Flaig provided the board with a detailed summary of the master plan as is with its current framework. The board listened intently and will review presented material. The Boothbay fire chief asked for the plan to include an updated ISO report for the town of Boothbay. The board concurred with this request.
 10. The meeting was adjourned at 2044 hr
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler
Manager

PAGE LEFT INTENTIONALLY BLANK