

24 February 2009

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 12
FEBRUARY 2009**

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

1. The minutes of the 27 January 2009 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 6, 7, 8 & 9 were approved.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
3. The meeting opened with a statement from Trustee Curtis congratulating Trustee Pinkham on earning the 2009 Maine Water Utilities Association Presidents Award from his years of service to the district and the profession.
4. The manager had nothing new to report as to the status of funding for the East Boothbay Water Main Replacement project included in HR-1. The manager stated the town manager was tracking this potential funding source.
5. The manager reported he had provided the criteria for additional funding by the Maine Bond Bank for the Sea Street project as required by the Maine Drinking Water Program to the Boothbay Harbor public works director on 28 January 2009 to complete. The public works director stated to the district that he would contact the state with the necessary information.
6. The AM reported budget figures are reflecting plan of “wait and see” what economy does. Revenue figures are within expected range and expenses are lower than projected.
7. The AM reported the Maine Municipal Association (MMA) had conducted a safety inspection for district facilities on 4 February 2009 by Ann Schneider of MMA. She reported no glaring deficiencies but a formal letter memorializing her visit is expected along with detailed list for items to be corrected.
8. The manager reported on the status of treatment plant operations and winter maintenance:
 - a. The Ammonium Sulfate process has been approved and preparations for conversion were moving forward. The old ammoniators had been removed and were resold to Kennebunk, Kennebunkport and Wells Water District brokered through Sullivan Associates for credit towards new replacement equipment.

- b. Mike Tomecelli d.b.a. Mid-Coast Machine had submitted a bid of \$2519.00 to complete the necessary repairs and upgrade to the raw water pump station air scour system which well within expectations.
 - c. The recirculation project was progressing. The 3” Mag Meter salvaged during this refit was reported to being brokered for a credit with Sullivan and Associates.
 - d. The manager reported that temporary repairs to the wastewater lift station were working satisfactorily and the crew was waiting for warmer weather to complete the replacement of the float system.
 - e. The manager presented the board with a detailed analysis of converting the chlorine delivery method from the present chlorine gas to either calcium hypochlorite or sodium hypochlorite. The cost projections for conversion to sodium hypochlorite were very favorable with a payback of less than two years. . A pilot study will be set up during spring 2009.
9. The manager reported on distribution activities. The previous period saw one winter water main break on McKown Point Road. In addition, the distribution crew had changed out 150 annual meters. Of these meters 40% failed during testing. The manager reported that a failure rate of 10% is normal and did not know if this was just a statistical aberration. The manager stated he would get back with the board later in the spring on this topic.
 10. The manager reported that Wright-Pierce would be presenting the board with narrative of the master plan on 24 February 2008 during the next trustee meeting.
 11. The manager presented the board with a letter he was sending to the Maine Department of Transportation requesting a variance to place water utilities on the Knickerkane Bridge. The manager explained that this was requirement but had no news to report to the trustees as to the cost or final design of the pipe handling system.
 12. The manager had no new news concerning the status of the Maine Department of Labor’s case alleging safety violations concerning the district.
 13. The manager reported that the Maine Emergency Response Commission (SERC) had requested the district submit a copy of its hazardous materials response plan to them. The manager had reservations concerning the need to know and potential security leaks but would be compelled to do so. The trustees suggested the manager, when submitting this emergency response plan, write a strong letter to SERC questioning the policy.
 14. The board voted to go into executive session pursuant to Title 1 MRSA Chapter 13, Subchapter 1, §405, 6(A) 1 at 1927 hr.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
 15. The board came out of executive session at 1935 hr.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
 16. The meeting was adjourned at 1936 hr
Trustee Curtis motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager