

10 July 2007

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 12 JUNE 2007**

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, Administrative Manager (AM) Bob Raudenbush. Guest: Mr. Hank Farrah CPA, Runyon, Kersteen and Ouellette. Absent: Trustee Carter (Clerk).

1. The minutes of the 22 May 2007 trustees meeting were approved.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 31, 32, 33 & 34 were approved.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
3. Trustee Pinkham recognized Mr. Farrah who provided the board a detailed report on the 2006 audit of the Boothbay Region Water District. It was reported that there were no findings of significance in the operations concerning the districts accounting for 2006 funds. Mr. Farrah reported the district was on good standing financially and provided the trustees written financial statements comparing operations to the previous three years.
4. Trustee Curtis noted to the board that he was pleased with the letter of support for Maine Referendum Question #2 co-written by the manager and the superintendent of Boothbay Harbor Sewer District that appeared in the *Boothbay Register* 7 June 2007 copy.
5. The manager reported the final bid documents, cost estimates and plans were complete for the Reed Road Water Main project. He went on to let the board know he would be meeting with Mr. Jim Lord P.E., Dirigo Engineering on 14 June 2007 to go over this material and will formulate a recommendation for the board to consider at the next meeting.
6. The manager reported on the status of the Knickerbocker Pump Station project. The main reported he had filled and drained the main from Knickerbocker three times since the last meeting. The leak was reported to be isolated near the new pump station. Because the leak was on T-Buck work they were reported to be on-site shortly to correct the problem. The rest of the main had been inspected and listened to. Two valves were repaired but the main seems to be water tight. The manager then discussed other remaining issues with this project including:
  - a. **Redundant Sensing** – Wright-Pierce (W-P) is designing a redundant sensing system to not let the plant start with the Knickerbocker Line dewatered. W-P assured the district this fix will be modest in cost. To date, the district had yet to see a proposal from W-P or had any contact with Electrical Installations Inc. (EII) concerning this project. The manager reported he had let W-P know this was time sensitive and they are to proceed quickly.

- b. **Generator Installation-** The board was informed that T-Buck had come back with a price of \$48,000.00 of which \$22,000.00 should be left in grant money after T-Buck has been paid its retainage. The remaining \$26,000.00 will be made up by the district. T-Buck is honoring a year-old cost estimate.
  - c. **Department of Conservation Buoy Permit-** The manager reported the district had received a permit to buoy the intake area from the Department of Conservation (DOC). The manager acknowledged support in this process given by the Drinking Water Program. The buoys were reported being made to Maine Specifications in Wisconsin and were on the way.
  - d. **Lake Level Monitoring Equipment** – After reviewing the options the manager selected a system that will reliably monitor Knickerbocker Lake level consistently to comply with our NRPA Permit. The manager went on to let the board know he had commissioned Mr. Mike Tomacelli to construct the device and Reny Construction to install it. It should be installed and functional within the next few weeks.
7. A brief discussion concerning the Rt. 27 project ensued. It was reported the town of Boothbay was voting on whether or not to proceed with the project that day.
  8. The manger reported the Maine Department of Transportation (DOT) would begin construction of storm water treatment projects scheduled to begin construction this summer. These projects are part of a “Green Highways” grant obtained by the district.
  9. The manager reported the project was still moving forward however the district had signed no contracts. Verizon has decided they want to provide and maintain their own backup generator for this project. The manager said he gave them permission to do so provided it was propane fed and had a super quiet muffler system, both of which they agreed to. The manager reported he had not taken this project, in a proposed form to the town.
  10. The AM reported the GIS contract is moving ahead well. He reported training is current and the district in conjunction with the sewer district had purchased a plotter.
  11. The Am reported the accounting software training had commenced and that for the next few weeks he and staff would be trained by the vendor.
  12. The AM reported the district was 9% ahead of income as compared to 2006 and running 8% below expenses as compared to the previous year. The board was informed that here were no specific anomalies and that the budget, to-date, looked sound.
  13. The manager reported on the St. Andrews Lane water main replacement. The main has been installed under the districts inspection. Harry Crooker Inc. was reported to be doing the job and all was going well. Three services still need to be cut and pressure testing and disinfection remains needed.

14. The manager updated the board on the two real estate transactions the district was currently involved with.
  - a. **11 Storage Way** - On 31 May 2007 after consulting a quorum of trustees and upon the advice of districts consultant, Mr. Clayton Pottle, the manager signed a purchase and sales agreement for the 11 Storage Way property for \$175,000.00 with Ms. Jessica Stover and Mr. David Barter of Boothbay Harbor. The projected closing date is 29 July 2007. The AM had Downeast Energy investigate a possible leak in the oil storage tank. A problem with the fuel line was found and repairs were completed. In addition it was found the gray water line from the clothes washer discharged untreated to the environment. Once found, the AM reported district re-plumbed this to the sanitary sewer.
  - b. **Coburn House 3 Acres** - This property is listed on a right of first refusal for the district once the 11 Storage Way Property is liquidated. Upon notification the 11 Storage Way property was under contract Tindal and Callahan was hired to negotiate or list the property outright. The listing price is \$95,000.00 and the owner was eager to sell the property with an outside interest. The board weighed the options and decided the most prudent move both financially and to the best interest of the district was to waive its first refusal right and ensure through the town of Boothbay any future development done on that property is done in such a way as it does not affect Adams Pond.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
15. The manager reported on 30 May 2007 the Boothbay board of selectmen signed the contract to proceed with the Adams Pond Road Box Culvert project as originally planned. A copy of the proposed work schedule was provided to the board.
16. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Sunset Acres – No change in status

Dora Highlands – No change in status.

17. The manager reported he had received a call on 11 June 2007 from Mr. Ron Cunningham Assistant VP for Jones Chemical Inc. The result of the conversation was due to new security regulations in the railroad industry, the cost of chlorine gas and anhydrous ammonia was going to “dramatically” change. Apparently the railroads are now required to directly ship these gasses from the manufacturer to the distributor (i.e. the gasses cannot be transferred at stock yards) which is going to drive up the transportation costs.

The manager relayed that in 2000 the district spent \$4,615.00 for chlorine. In 2006 the district spent \$15,401.95 for roughly the same amount. What Jones Chemical fears is a doubling or tripling of this number in a year. The manager told the board that Mr. Cunningham requested our attorney’s number which he was given.

18. The manager reported the town of Boothbay has offered the recently vacated assistant code enforcement officer (ACEO) position to an ACEO from the city of Auburn. The town of Boothbay had a selection committee with no district representation. In a telephone interview with Boothbay code enforcement officer said omitting the district was a conscience decision. The new ACEO will be on the agenda and will be introduced to the board at the 10 July 2007.
19. The board approved the Danforth meter downsizing request held over from the 22 May 2007 trustees meeting citing new information. The downsizing will be effective the 2008 season.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
20. The AM alerted the board to a significant fee increase to be levied on the district by the Maine Public Utilities Commission effective immediately. This ruling was adopted without warning for budgetary purposes. The board took this information under advisement and noted that this budget line item will be exceeded during 2007.
21. The meeting was adjourned at 1505 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,  
Jonathan E. Ziegler,  
Manager