

27 April 2010

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 13
APRIL 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis, Trustee Marston (Treasurer), Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Greg Ireland, Inspector, Dirigo Engineering. Absent: Trustee Carter (Clerk).

1. The minutes of the 23 March 2010 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 18, 19, 20 & 21 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. Trustee Marston asked the board to reaffirm the current mission statement of the district.

Mission: To provide an adequate supply of safe public water for use by the inhabitants of the Boothbay region.

Objectives:

To manage the Boothbay Region Water District assets providing safe drinking water, including adequate pressures as a source for fire protection to Boothbay, Boothbay Harbor and Southport.

To manage and maintain the Boothbay Region Water District to be responsive to needs of the served customers and to obtain fair compensation from its customers to continue to provide water meeting federal and state requirements.

Promote water conservation and environmental concerns through education and planning for future requirements.

As an Equal Opportunity Employer to maintain a professional staff and trained workers who can provide the Boothbay Region Water District with quality support for the needs of the district customers.

Trustee Marston motioned, Trustee Curtis second, vote: unanimous

4. Mr. Ireland presented the board a synopsis of work completed with the East Boothbay Water main replacement project since 23 March 2010.
 - On the section of Ocean Point road south of Lincoln Street, all but two water services were reported completed. Tie-ins to the Lincoln Street main and Ocean Point Marina main were also reported complete.

- School Street and Church Street services, tie-ins to Green Landing Road and Washburn & Doughty were complete. The connection to the Hodgdon Yacht facility remained incomplete.
 - The Beath Road, Back Narrows Road & Bradley Road main installation was reported complete but remained untested.
 - After finishing work on Beath Road, Back Narrows Road & Bradley Road, the water main installation crew moved back onto Ocean Point Road to where the project began and started laying water main northerly and were currently 300 feet south of the Masonic Hall.
 - The section of main from Lincoln Street to and including Meadow Cove Road was pressure tested and awaiting flushing and disinfection.
 - It was anticipated the blasting crew should finish main blasting within the next few days. A blasting crew would remain for the remainder of the job on stand-by for miscellaneous work.
 - Two days were reported lost due to abnormally heavy rain events.
 - The manager reported the town of Boothbay had issued a notice of violation concerning sufficient erosion and sedimentation control measures. A Copy of this NOV was distributed to the trustees.
5. The AM reported that revenues were at 94% of expected while expenses were at 87%. The AM also reported that because of low funds the district would have to move a yet to be determined amount of cash into the checking from the sinking funds to meet the April bond payment. This money would be replaced once seasonal billing was completed later in the month. Lastly the AM presented the board with an analysis completed by RFC Financial concerning a potential rate increase. The rate increase, under current conditions was in the range of 8% to 24%. The AM reported that the district would be making the initial filing with the Maine Public Utilities Commission as required for the current project and reminded the trustees to consider the timing of the needed rate increase.
 6. The manager reported that on 30 March 2010 the crew became competent person certified for open trench excavation.
 7. The manager reported the status quo for the treatment plant.
 8. The manager reported the distribution crew was gearing up for seasonal turn-on. The seasonal mains had been repaired, charged, disinfected and bacteriological cleared. As of that afternoon the seasonal meters were being installed.
 9. The manager reported that E. J. Prescott honored the 2009 pricing and that he had resigned a contract for 2010 as a VAS customer.
 10. The manager had no new news concerning the Commercial Street Rehabilitation project.

11. The manager reported on 13 April 2010 trustee MacPhee and he had the pre-meeting with Bigelow Laboratories for the proposed East Boothbay complex. The agreement to move forward had been signed and a deposit for \$1,000.00 review has been submitted by Bigelow. The manager reported he would be sending the design plans to Dirigo for review once refined and have a more detailed report in future meetings.
12. The pre-construction meeting for the Knickerkane Bridge was held at the Boothbay town hall on 29 March 2010. The foreman, assistant foreman and manager had since met with the contractor. Clearing and grubbing had begun with the pier construction to start shortly. The manager informed the board that the district's infrastructure was safe right now and will not need modification until next year. The project is slated for completion July 2011.
13. The board was eager to meet with the Southport board of selectmen the following evening to discuss the possible amalgamation of the two systems. The trustees instructed the manager to prepare no point paper, just have this workshop be as informal as possible.
14. The board tabled discussion on the 2010 SWAP update until Ms. Mello was present.
15. The meeting was adjourned at 2010 hr.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager