

27 January 2009

MEMORANDUM

From: Manager  
To: Board of Trustees

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

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Carter (Clerk), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: None

1. The minutes of the 23 December 2008 trustees meeting were approved with revisions.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
2. Warrants 76-08, 1 & 2 were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
3. Trustee Pinkham recognized the manager who presented the board with the monthly report provided to the district by Mr. Geoff Smith, assistant code enforcement officer (ACEO), Boothbay. The report included a description of septic systems that were being replaced in the Adams Pond watershed assisted by grants secured by the town of Boothbay.

The ACEO reported that people skating on Adams Pond were reported to Sheriff's office. The board of trustees reviewed the district's policy and law concerning the use of Adams Pond and determined that ice skating did not meet the "body contact" prohibition and therefore was permitted. Trustee Carter raised the question of liability. The manager responded he had checked with the district's attorney and there was very limited liability exposure for the district. The board asked the manager to relay the policy to the town of Boothbay. The manager added he would thank them for their vigilance as well.

The last item included in the ACEO's report concerned LD2249 *An Act to Protect Lake Quality* and the role the town of Boothbay's enforcement efforts. The manager reported he would keep the trustees informed with regard to this legislation.

4. The manager reported the district had been visited by the Maine Municipal Association (MMA) Workers Comp staff on 8 January 2009 to discuss with the manager and AM the district's new mod rate of 1.55. The district trustees required the manager and AM to explain exactly why the district had such a high mod rate. After that discussion the AM relayed that he had shown MMA the district's safety program and discussed what was intended for the future. The AM informed the trustees of grant money available for safety equipment and training which he will take advantage of.

5. The manager reported on the status of the proposed water main replacement in East Boothbay designed to improve fire flow for the commercial and residential areas in East Boothbay center. The manager said he had been a guest of the Boothbay selectmen the previous night and reported that Dirigo Engineering had completed a cost estimate totaling \$2,541,000.00. The manager reported he had talked to the town manager and selectmen reaffirming the district's position with regards to not incurring any new debt. The manager relayed the town manager's assurance that the cost estimate had been sent to Maine's congressional delegation.
6. The manager reported that he was still trying to arrange a meeting with the town manager and/or public works director of Boothbay Harbor to complete the data call required by the new state water engineer so that the district can apply for the additional \$50,000.00 needed to complete paving on Sea Street. The manager informed the board that with the end of year, holidays, and frequent snow storms it had been difficult to meet but expected a meeting within the next few weeks.
7. The AM provided the board with an update of the 2009 budget. With only three weeks completed into the budget he reported no negative or positive trends.
8. The manager informed the board that he had hand delivered the first annual Knickerbocker Lake report to the Maine Department of Environmental Protection (MDEP) for 2008 withdrawals. The manager relayed that the report had been posted on the district's website and he had already received an e-mail from an out-of-state member of the Knickerbocker Lake Association (KLA), copying the district on his impressions of the report as sent to the MDEP.
9. The manager reported on the various efforts for winter maintenance of the treatment plant.

Ammonium Sulfate - The transition from anhydrous ammonia to ammonium sulfate was reported to have been approved verbally by the Maine Drinking Water Program on 13 January 2009. The manager informed the trustees the materials needed for the design were already ordered and the anhydrous ammonia would be shipped off-site within the week.

Raw Water Air Scour System - Mid-Coast Machine was reported scheduled to tour the facility and review the proposed corrective actions on 14 January 2009. The repair is to be complete no later than the end of February.

Filter #1 Turbidimeter - The filter#1 turbidimeter had been replaced which completed the turbidimeter change outs for the treatment plant.

Filter Waste Water Recirculation Project - The manager reported the long discontinued waste water decant system had been disconnected from the treatment process and was now in-process of being reconfigured to act as a waste water recirculation system that would replace the mechanical mixer.

Sewer Lift Station - The manager reported a problem with the level indicators in the sewer lift station and relayed the crew was preparing a confined space entry to correct the problem.

10. The manager updated the board on distribution activities. The district had two main breaks, the first of which occurring on Church Street in East Boothbay on Christmas Eve and the second on 11 January on Fullerton Street in Boothbay Harbor. Both repairs were made live and without incident.
11. The manager reported that he had received word that the Linekin Bay Resort project had been put on hold until 2010.
12. The Master Plan was reported late. The manager relayed a conversation he had had with Wright-Pierce in which the first draft of the master plan was to be delivered to the district mid-January.
13. The manager reported the status of the Knickerkane Bridge project currently underway with the Maine Department of Transportation (DOT). On 9 January 2009 the district hosted the second utility meeting concerning the Knickerkane Bridge Replacement project. After considerable discussion, because of the size of the bridge, the district will have to spend \$200,000 to attach to the bridge. The manager informed the board that he would be meeting on 15 January 2009 with DOT officials to discuss other options.
14. The manager reported no change in status with regards to the outstanding Maine Department of Labor complaint against the district.
15. The AM discussed the upcoming Maine Water Utilities Association annual meeting and trade show. The trustees would have an answer for the AM by the conclusion of the next meeting. Trustee Curtis stated that he would not be attending this year.
16. The board voted to go into executive session pursuant to Title 1 MRSA Chapter 13, Subchapter 1, §405, 6(A) 1 at 2000 hr.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
17. The board came out of executive session at 2003 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
18. The meeting was adjourned at 2012 hr  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager