

27 May 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 13 MAY 2008**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston, Trustee Carter (Clerk), Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Jeff Smith, Assistant Code Enforcement Officer (ACEO). Absent: Trustee Curtis (Treasurer).

1. The manager reported he had received confirmation from the town offices of Boothbay and Boothbay Harbor confirming Trustee Curtis (Boothbay Harbor) and Trustee Carter (Boothbay) had been re-elected trustees of the Boothbay Region Water District for terms expiring May, 2011.
2. The board voted the following officers for the term expiring May 2008:

Chairman – Harry Pinkham, Boothbay Harbor
Trustee Carter motioned, Trustee MacPhee second, vote: unanimous

Vice Chairman – Bernard “Skip” MacPhee, Boothbay
Trustee Carter motioned, Trustee Marston second, vote: unanimous

Clerk – Mark Carter, Boothbay
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

Treasurer – Lew Curtis, Boothbay Harbor
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

3. The minutes of the 22 April 2008 trustees meeting were approved with revisions.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
4. Warrants 24, 25, 26 & 27 were approved.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
5. Trustee Pinkham recognized Mr. Jeff Smith who gave an overview of activity in the water shed. Mr. Smith gave those attending a list of items he encountered and the remedies taken to correct any water shed issues.
6. The manager reported the Reed Road dispute meeting scheduled for this meeting was canceled by Attorney Elliot’s office. A future date was to be submitted for the meeting by Attorney Eliot’s office.

7. The manager informed the board Ms. Viola Lee, Beath Road, Boothbay Harbor, had been given drawing from Wright-Pierce showing the proposal to remedy her issue with drainage at her residence. Mr. Jeff Preble P.E., Wright-Pierce is to handle the discussions with Ms. Lee. Attorney Geoff Hole has provided a "Hold Harmless" agreement ready to be signed by Ms. Lee before any work can proceed.
8. The manager reported the treatment staff was preparing to pilot a new ammonium sulfate process to be started within the week. The process is designed to eliminate the anhydrous ammonia gas and be cheaper and safer to operate. If the pilot study bears fruit the district will take steps to convert permanently.
9. The manager reported an incident which occurred 30 April 2008 at the treatment plant. The manager reported the spill of approximately 460 pounds of 30% sodium hydroxide resulting from a broken line connection into an engineered secondary containment area. The manager reported that no injuries were sustained by district personnel during this incident. The district following prescribed procedures, all necessary parties was notified and the area was decontaminated by Clean Harbors Inc. with operations returning to normal by days end. The cause was attributed to a bushing that may have been over-torqued during installation. The system was thoroughly inspected for similar stress signs with none reported.
10. The manager reported the Knickerbocker Intake was ready for use. The manager reported the district would use its allotment this summer before taking the system down.
11. The AM reported the budget indicated that expenses were lower than expected and income was estimated to be normal. Revenue was still coming in from seasonal billing and a better picture could be given at month's end.
12. The manager reported the current status of the In-stream Flow Rule. The District will be sending personnel to a seminar regarding the In-Stream Flow Rule to gather back-ground knowledge and to be come familiar with how the rule affects the water district.
13. The manager reported the bids for the East Boothbay tank demolition will be opened 10 June 2008. The tank was reported scheduled for demolition within 90-days of award.
14. The board voted to reaffirm the agreement made between Mr. Stephen E Alley, 8 Westwind Lane, East Boothbay, Maine Boothbay and the former East Boothbay Water District reverting the property Tax Map R-8, Lot 42-0-7 owned by the district to Mr. Alley upon demolition of the East Boothbay Standpipe. The board reaffirmed the previous agreement.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
15. The manager reported the community development block grant (CDBG) and state revolving fund (SRF) process involving the Sea Street project was moving forward and waiting the bureaucratic process.
16. The manger reported that Linekin Bay Resort had submitted in writing to the district that they would be seeking a water main extension to support the project. The manager went on to inform the district had received a fee of \$10,000.00 for review and inspection services. The subdivision was scheduled for discussion at the 27 May 2008 meeting.

17. The easement access plan for the cross country road that was requested by Mr. Pat Farrin, Adams Pond Road, Boothbay needed to create a new subdivision road over a district pipe easement, was submitted to the trustees for review. The plan outlined what construction procedures need to be performed to allow a road to be built on top of our seasonal line connecting Knickerbocker Lake to the Treatment Plant on Adams Pond. The line connecting the two was built for seasonal use and not for future road use. The plan addresses erosion and phosphorus control. Mr. Farrin was scheduled to attend the May 27, 2008 meeting to review the plan. The plan is comprehensive enough to be considered as future policy.
18. The board voted to go into executive session to discuss security concerns at 1516 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
19. The board voted to come out of executive session to discuss security concerns at 1524 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
20. The meeting was adjourned at 1525 hr
Trustee MacPhee motioned, Trustee Carters, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager