

28 April 2009

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 14
APRIL 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. Guest: Board of Trustees, Boothbay Cemetery District None. Absent: Bob Raudenbush, Administrative Manager (AM).

1. The minutes of the 24 March 2009 trustees meeting were approved with no revisions.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 18, 19, 20 & 21 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. Chairman Pinkham recognized the board of trustees for the Boothbay Cemetery District who were concerned about a water leak at the Evergreen Cemetery that resulted in a \$400.00 water bill. The manager provided both sets of trustees a history of the work provided at the cemetery over the previous summer. The district expended approximately \$4,000.00 as part of a water conservation project to detect leaks and repair them in the cemetery as authorized by the board. The manager told the cemetery trustees that the district opted not to replace the piping because the material used was of better quality than the district specifies. The problem, the manager went on, was the fittings that were used, being nylon and very prone to breaking. The district repaired as many as they could find yet a leak did occur causing the overage.

The manager provided the cemetery district board with a list of options they could take to minimize this from occurring again. The manager then went on to explain that the bill could not be waived by the trustees by Public Utilities Commission (PUC) rules. The cemetery board thanked the trustees for their time and departed.

4. The manager provided the board with a copy of the assistant code enforcement officers (ACEO) monthly report on activity within the Adams Pond and Knickerbocker Lake watershed. The board instructed the manager to thank the ACEO. The manager went on to announce that Ms. Marian Anderson Boothbay CEO had accepted a position with the town of Richmond and would be leaving 23 April 2009. The board instructed the manager to keep them informed as to the intentions of the town for her replacement particularly as it relates to the agreement between the town and the district.
5. The manager reported to the board concerning the East Boothbay Water Main Replacement project. The manager reported he had met with Rural Development (RD) and signed the application for a loan/grant package. The board was requested to vote to pursue a loan with RD for \$1.4M. The board voted in the affirmative.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

6. The manager presented the board with a copy of the environmental assessment prepared by Dirigo Engineering. The manager reminded the board that this expenditure had been previously approved by the board.
7. The manager informed the board that it was the desire of the town of Boothbay Harbor for the district to pave Sea Street in a separate contract. The manager reported the superintendent of the Boothbay Harbor Sewer District was working on a specification which he was going to forward shortly.
8. The manager relayed to the board the recommendation of attorney Geoff Hole to resolve the Jordan dispute. It was the opinion of the attorney to settle the dispute for \$6,000.00. As requested the manager relayed that the district had also spent approximately \$1,400.00 in legal costs on this matter to date. Trustee MacPhee motioned to only pay \$4,600.00. After lengthy discussion the motion was withdrawn. Trustee Curtis motioned to settle the matter and pay Jordan \$6,000.00. The motion passed.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
9. The manager reported on the status of treatment plant operations and winter maintenance:
 - a. Ammonium Sulfate Conversion - The manager reported the air scour project was going well and estimated the room was 50% plumbed. Work has ceased for seasonal startup because treatment staff has been temporarily reassigned to distribution to complete seasonal training of new operators.
 - b. Air Scour System – The manager reported that Mike Tomacelli had completed the installation of the piping. The system is scheduled to be tested 17 April 2009.
10. The manager reported distribution crew had begun seasonal turn-on. The seasonal mains were reported to have been repaired, charged, pressure tested, flushed, hyper-chlorinated, flushed, sampled and biologically cleared as of 14 April 2009 and meters were being put out. The manager reminded the board that officially the district will have all services in-place by 1 May but the reality was that most, if not all, of the meters would be in service by the end of this week.
11. The manager reported that after several meetings the district had a solution in that the district will purchase the bare essential materials needed to hang a pipe on the Knickerkane Bridge and the DOT will have it installed. The manager reported the district would not be billed until 2010 and will be able to budget these items in next year's budget. In addition, service to Sawyers Island and Barters Island will not be disrupted during construction.
12. The manager reported he had faxed all of the necessary information to the Department of Labor for its 1 April 2009 data call as required. There had been no correspondence reported since.
13. The manager led a brief discussion on the master plan draft currently in hand. Trustee Curtis was not impressed with the first draft stating that "they must be being paid by the word". Trustee Marston informed the board that he would be out-of-town for the 28 April 2009 meeting and very much wanted to be part of the discussion. The manager reminded the board that Dan Flaig was coming to the next meeting to discuss the draft thus far. The board

thought that was fine but requested a workshop to really go over the plan for 12 May 2009 at 1300 hr.

14. The manager reported that he and the ACEO met with Geoff Smith to discuss the Knickerbocker Lake & Adams Pond septic screening project. The board was informed that the district has the capability to screen for aqueous contaminants in the water from failed septic systems. The town of Boothbay and the district have consulted with Andy Tolman from the Drinking Water Program and have worked out a preliminary sampling concept. Tentatively jointly the town and the district will be using lake monitoring to screen for areas of sewerage contamination. If it is determined contamination exists the town will use its authority to enter the property (ies) and test the septic systems. If septic systems are found to be not functioning correctly then the owner will have thirty-days to repair or face condemnation. The board looked at this joint venture very favorably.
15. The manager had nothing new to report on for the Montgomery Road project.
16. The manager enlightened the board as to his plan for water withdrawal and level setting for Adams Pond to support the Adams Pond Dam rehabilitation. The manager said that he had not installed the flashboards for the dam and would start the season 8" to 10" below normal or 220,000,000 gallons and then draw down from there. Once sufficiently drawn down the dam project would commence and the district would then shift to Knickerbocker to allow Adams to refill.
17. The manager reported that Chuck Fuller Marine had completed repairs on the Squirrel Island water main completing; pinning, addition of more weights and sleaving. The work was required to account for winter storm damage.
18. The board voted to go into executive session at 2015 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
19. The board came out of executive session 2030 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
20. Trustee Marston motioned for the board to review trustee stipend policy at the 26 May 2009 trustee meeting
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
21. The manager presented the board with a copy of 9-A MRSA, Article 2, §2-201, 6A, a law which allows the district to be fully compensated for delinquent jobbing bills. The manager informed the board that the law was to be incorporated into the district's billing procedure and that he wanted the board to see it first. The manager assured the board that the district was intending to follow the law verbatim.
22. The manager provided each board member a copy of the 2008 consumer confidence report.
23. The meeting was adjourned at 2039 hr
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted
Jonathan E. Ziegler
Manager