

29 August 2007

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 14 AUGUST 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. Geoff Smith, Assistant Code Enforcement Officer (ACEO), Town of Boothbay; Mr. Jeff Preble P.E., Wright-Pierce Engineering; Mr. Jim Lord P.E. Dirigo Engineering. Absent: Trustee Carter (Clerk)

1. The minutes of the 24 July 2007 trustees meeting were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 44, 45, 46 & 47 were approved.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
3. The ACEO provided the board with a monthly report of enforcement and educational activities initiated by the town of Boothbay within the watershed of Knickerbocker Lake and Adams Pond during the month of July. The report covered several illicit tree harvesting actions, ATV issues, the proposed hockey rink at Clifford Park, assistance with compliance issues for the Farrin pit and several erosion control educational activities. The board thanked the ACEO and expressed their satisfaction with his work thus far.
4. Trustee Pinkham recognized Mr. Jeff Preble P.E., Wright-Pierce Engineering, who oversaw a bid opening for the Knickerbocker Lake Intake project generator addition. Mr. Preble reported the district had available \$21,182.00 in grant funds available. Trustee Pinkham opened the bids for the propane generator installation at the Knickerbocker Lake Intake and found the following:

Conden Electric	\$61,015.00
Mid-Coast Electric	\$65,100.00
Express Electric	\$58,040.00
EII	\$71,750.00

Trustee Pinkham found Express Electric to be the apparent low bidder and instructed Wright-Pierce Engineering review the entire bid to ensure it was correct and true. Trustee Curtis motioned to accept the bid contingent on Wright-Pierce review and proceed with the project committing approximately \$36,858.00 of district funds to complete the installation and authorizing the manager to proceed with the project expeditiously.

*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*

5. Mr. Preble reported Dora Highlands was in design for Phase II which would add an additional 85 units to the subdivision. The manager reported he had had no contact with the developer and would report to the board as the situation changed.
6. Trustee Pinkham recognized Mr. Jim Lord P.E. Dirigo Engineering, who presented the board with a spreadsheet Dirigo had developed comparing the proposals received to complete the Reed Road Loop project. After review of the proposals the board awarded the excavation services portion of the contract to Jordan Construction and the blasting portion of the contract to Sigler Blasting. The manager was authorized to proceed with the project forthwith  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
7. Mr. Lord provided a report to the board concerning the status of the Adams Pond Road Culvert Replacement project. He reported Eastwood contractors had arrived on schedule and construction had commenced. It was reported the contractor had begun excavation after the proper erosion controls had been placed. It was reported early in the contract but seemed to be moving ahead on-schedule.
8. The manager asked Mr. Lord to stay on to discuss the demolition of the East Boothbay Standpipe. The manager expressed some confusion as to the disposition of the land the current standpipe sits on in that the East Boothbay Water District had made a deal with Mr. Stephen Alley to revert ownership of the lot once not used by the district. The manager informed the board he would search the records to assess the legal standing. Mr. Lord asked the manager to provide a photo survey of the project so he could compute a reasonable cost estimate for demolition taking into account the proximity of other structures and the lead paint issue on the outside of the tank. No further action was taken by the board.
9. The manager errantly informed the board that negotiations would commence with Teamster Local 314 in September for the upcoming labor contract. Trustee's MacPhee and Curtis corrected the manager in that the negotiations would commence in early November as per previous correspondence. The trustees discussed who would be the trustee representative during the negotiations reserving assignment to a later date. The manager reported that Mr. Dave Barrett, Maine Municipal Association Negotiator had been in contact with Mr. Carl Guigard, Teamsters Local #314 and meetings were in the process of being scheduled.
10. The manager reported the replacement of the new fluoride system was nearing completion and would be operational by 17 August 2007. Trustee Curtis, who had toured the new facility earlier in the day, compared the new system to a "huge water softener". The manager agreed and informed the board the new "up flow saturator" was a proven technology that was somewhat more labor intensive and less efficient but was much safer to handle and store.
11. The manager reported he had a conference with attorney Geoff Hole on the equity of the Southport Water Sales Agreement and was now ready to take a proposal to the board. The board instructed the manager to invite attorney Hole to the next meeting he was available to discuss the agreement and any future action to be taken.
12. The manager reported on 6 August 2007 the district was visited by Verizon and a new site evaluation was conducted. It was reported the town had not been notified even though Verizon has put much effort in developing the site.

13. The AM reported on the status of the GIS project. System base mapping for valves was moving along with much of the field information being gathered through the distribution staff and the AM inputting data himself. So far the database was reported looking good.
14. The AM reported the accounting software transition was progressing with staff reporting some problems with training and inconsistencies with the product. These were in the process of being worked out with the vendor. The AM did report that training was still on-going and would continue for the remainder of the year.
15. The AM answered questions raised by trustee Curtis referring to 2<sup>nd</sup> Quarter Budget Review provided to the trustees at the previous meeting. The district expenses and revenues were reported to be slightly better than normal for this time of year and within budget.
16. The board went into executive session at 1507 hr. to discuss personnel matters.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
17. The board came out of executive session at 1515 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
18. The meeting was adjourned at 1525 hr.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,  
Jonathan E. Ziegler,  
Manager