

13 April 2010

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 23
MARCH 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis, Trustee Marston (Treasurer), Trustee Carter (Clerk) Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Greg Ireland, Inspector, Dirigo Engineering; Ms. Sue Mello, Boothbay Register; Mr. Harold Shorette, Facility Manager, Spruce Point Inn. Absent: None.

1. The minutes of the 9 March 2010 trustees meeting were approved with revisions.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
2. Warrants 15, 16 & 17 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. Mr. Ireland presented to the board a status report on the East Boothbay Water Main Replacement Project. Since 9 March 2010 water main installation has been completed on Beath and Back Narrows Road in Boothbay Harbor. The water main installation was reported to be nearly complete on Bradley Road. Whorff had begun blasting from East Boothbay Center north along Rt. 96. The new plan for construction was once Bradley Road was complete Whorff would move the pipe crew to East Boothbay center and work north in the Route 96 right-of-way to Bradley Road.

The manager presented the board with a memorandum he had written on 10 March 2010 to Whorff questioning their ability to complete this project on-time. The manager was careful to relate that his doubts were not rooted in the workmanship or customer service of Whorff which he reported to be is excellent, rather he was concerned that Whorff was understaffed and slow.

The manager reported that on 17 March 2010 the March construction meeting was held and provided the board with the minutes.

The manager reported the district had received an official complaint from the owners of the "Springhouse", Mr. Mike Pare and Ms. Cory Hartford, and provided a copy to the board. After reviewing the documentation the district recommended that though it was unfortunate that the sewer main was broken, the responsibility for its condition was not the district, nor its contractor's fault as alleged. It appears that it was broken by either the private landowner's contractor approximately nine-years ago, the state or from original construction. Despite this the owners of the Springhouse have threatened legal action against the district. The manager reported the district's attorney had been advised of the situation.

4. The AM stated the budget numbers are well within expectations for this time period. Income was reported to be at 97% of projected while expenses were at 100% of expected. The AM went on to report a recent compliance audit conducted by the United States Internal Revenue Service (IRS) on the district. The AM reported the district was deficient in reporting the use of district vehicles to the on-call employees as income to the employees even though it was the position of the district to be a requirement for on-call and for the district's convenience and overall efficiency. Additionally the IRS was displeased with the district not reporting any personal telephone calls, if any, by employees on district cellular telephones only, as income to the employees. Both the AM and manager were at a loss on how to address this IRS requirement and would work collaboratively with Teamsters Local 314 in the next collective bargaining cycle to address this IRS requirement.
5. The AM reported the safety program was up-to-date, with no injuries reported thus far in 2010. The AM also stated the construction trailer was now up-to-date with all of the required construction checklists as well.
6. The manager reported the treatment plant was operating a good efficiency, the e-coli count on the most recent raw water sample was 1 and the treatment staff had installed the flashboards in the Adams Pond Dam to retain as much spring run-off as possible.
7. The manager reported normal winter distribution activities with the crew gearing up for seasonal turn-on.
8. The manager provided the board with a revised cost estimate for the possible Commercial Street Water Main Rehabilitation project. The manager reported he expected the total cost for Commercial Street to be \$937,500.00 with the district's current contingency on the East Boothbay project being \$751,496.00 leaving an additional request for funding for this project being \$186,004.00. In addition the manager put out an estimate for the West Harbor Standpipe Upgrade project for \$360,000.
9. The manager reported no change in status of the proposed Bigelow Laboratory.
10. The manager reported that he would be attending the pre-construction meeting for the Knickerkane Bridge at the Boothbay Town Hall on 29 March 2010 at 0900 hr.
11. The manager reported that he had been in contact with the Maine Municipal Association (MMA) concerning representation for the district for the upcoming negotiations with Teamsters Local 314 for the upcoming collective bargaining agreement. The manager reported that negotiations would begin 14 September 2010. Trustee Marston volunteered to represent the board at the negotiations with Trustee Curtis as back-up.
12. The manager reported that the town of Boothbay had provided the district with its 2010 paving schedule which included only West Side Road on Barters Island. The district was working with the JV squad to make any necessary improvements prior to paving.
13. The manager reported the Maine Department of Transportation (DOT) had provided the district with its 2010 paving schedule which included Route 27 from Townsend Avenue in Boothbay Harbor to 0.4 miles short of the intersection of Route 1 in Edgcomb. The district was working with the DOT to make necessary improvements prior to paving.

14. The manager presented the trustees with the water requirements for the proposed new YMCA pool and his approval letter of said system.
15. The board approved the consolidation of the Spruce Point Inn's meter configuration to reduce the number of meters to 2 (two), 2" meters to be placed as specified by the manager.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
16. The board approved the downsize request from a 3/4" meter to a 5/8" meter for Mr. Ben Kirk , 6918 Quito Ct., Camarillo California for his property located at 12 High Street, Boothbay Harbor , Account #0500690. The property was deemed a single family residence that can be adequately served by a 5/8" meter.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
17. The manger and the AM reported a meeting they had had with Mr. Gerry Gamage, Selectmen, Town of Southport, concerning the exploration of amalgamating the two water systems. The manager reported that Mr. Gamage had been open to the idea and would like to explore the concept further in a board to board workshop environment. The manager was instructed by the board to arrange this meeting. There was general discussion amongst the board members discussing the merits of such an amalgamation.
18. The meeting was adjourned at 1949 hr.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager