

13 November 2007

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 23 OCTOBER 2007**

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

1. The minutes of the 9 October 2007 trustees meeting were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 60, 61 & 62 were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
3. Trustee Pinkham recognized the Mr. Smith who provided the board with a detailed watershed report for October 2007. Of interest Mr. Smith discussed the Harris tree cutting on Kenniston Hill and relayed to the board that even though there were some procedural problems initially with this activity, the cutting was completed in accordance with the law and good forestry practices. Additionally Mr. Smith briefed the board on construction activities being currently undertaken by the Vintage House.
4. The manager reported the Knickerbocker Lake Intake Generator project was still on track to begin in December. The manager reported he had been in contact with Downeast Energy to have a propane cylinder installed at the pre-built containment area at the pump station.
5. The manager reported a representative for DeZurick would be on-site in the upcoming week to inspect the Knickerbocker Lake discharge valve and provide training to the district's treatment plant operators. The manager reminded the board that the failure of this valve to operate properly was holding up the full time use of Knickerbocker Lake.
6. The manager reported the Reed Road water main had been installed and pressure tested. He went on to inform the board the district had had a hard time disinfecting it and it was still not cleared for potable use. Therefore the final connections to the existing services were reported not completed. The manager relayed to the board that Jordan Construction was not doing any clean-up maintaining it was not in their contract. And had pulled out. The manager reported he had photographed the condition of the project and reported this to Dirigo Engineering. The manager reported that final payment was being withheld until verified by Dirigo. The completion of the project was being completed by the Boothbay Harbor Public Works Department and district staff.

7. The manager reported Adams Pond Road remained closed. The manager went on to inform the board that this was becoming a problem with chemical deliveries but nothing that is insurmountable. The manager repeated his concerns that someone was going to hit the barriers at great speed and careen into the pond due to inadequate barrier markings. The manager finished by telling the board that this concern had been shared with the town of Boothbay.
8. The manager reported he had not been able to discuss the demolition of the East Boothbay Standpipe with Dan Alley but would do so as soon as possible.
9. The manager had nothing new to report on the Verizon tower.
10. The manager reported the next meeting concerning the Sea Street community development block grant (CDBG) was slated for 25 October 2007 at 1300 at the Boothbay Harbor Town Hall. State, Boothbay Harbor, Boothbay Harbor Boatyard, Boothbay Harbor Sewer District, Lincoln County Community Development and district personnel were expected to attend.
11. The manager reported the Knickerbocker Lake Intake sign was completed by John Marsh Signs and would be installed on 25 October 2007.
12. The manager reported that on 11 October 2007 he talked to the Boothbay Harbor code enforcement officer (CEO) concerning the requirements of the High Ledge subdivision. It was reported that the CEO had heard of nothing of the apparent disposal plans for this project by Gardiner Savings Bank and verified that the approved project as put out by the district is the same as that approved by the town. The manager told the board that he had informed the CEO that the district was not interested in providing a "dead end" fire hydrant to support this subdivision.
13. The AM provided the board with an update on the budget. It was reported the district was currently running 2.3% under revenue projections and 10.5% under projected expenses. The AM went on to explain that the overage bills for the seasonal customers had not yet been billed and expected once completed would significantly put the revenue over projection. Likewise he cautioned the board in that even though the expenses were significantly under at the present time, a \$407,000.00 bond payment was due within a month. Even so the AM reported the district in budget.
14. The manager reported that he had reviewed the conceptual plans of the proposed Boothbay Ice Rink and was reserving comment until such time as an official proposal is made to the Boothbay planning board.
15. The manager reported Adams Pond was still below normal but the water level was rising.
16. Trustee Pinkham recognized the customer service representative who had been allowed to investigate several energy savings alternatives for the treatment plant/garage and the administrative building. These options included automatic temperature settings to control heating at the treatment plant and light sensors to limit electrical use. After reviewing the proposal the board authorized the energy savings initiatives move forward.

17. The manager reported to the board that on 10 October 2007 he had been contacted by Sebago Technics on the possible support of a year round condominium/resort to be constructed at Linekin Bay resorts. The manager described the possibility of approximately 30 units being constructed and approximately 1000 feet of main. He finished by informing the board that nothing was definite and that this project would not start until late 2008 at the earliest.
18. The manager reported on 17 October 2007 the district was visited by the Maine Department of Environmental Protection to ascertain if any threats to groundwater existed adjacent to the Meadow Brook Wellfield. The manager reported he escorted DEP personnel to the Wellfield and introduced them to the town of Boothbay code enforcement officer.
19. The manager reported that he had reviewed fourteen applications for the vacant utilities technician position and would be conducting interviews during the following week. He went on to express his wish to make the hire soon after with the board concurring.
20. The meeting was adjourned at 1505 hr.
Trustee Curtis motioned, Trustee Marston, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager

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