

14 October 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 23
SEPTEMBER 2008**

The Board of Trustees convened at 1900 hrs. In attendance Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Ms. Sue Mello, Boothbay Register Absent: Trustee Pinkham (Chair), Trustee Carter (Clerk).

1. The minutes of the 9 September 2008 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 54, 55 & 56 were approved.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
3. Trustee MacPhee opened the single bid received for the 2001 Chevy pickup truck. A reserve was in place for the low Bluebook value of \$2400. The bid was offering \$2450, and the trustees accepted said bid.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
4. The Adams Pond Dam Rehabilitation project was postponed due to high water levels, until summer 2009 with a unanimous vote of the trustees.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
5. The manager reported that he was preparing a proposal to the state to change the anhydrous ammonia system to ammonium sulfate and that process was on-going. It was reported the district was obtaining its source water from Knickerbocker Lake which had been pumping from Knickerbocker Lake since September 18, 2008 for data gathering, further testing, taste and odor issues and allowing Adams Pond to remain full throughout the autumn. The manager also informed the board that the treatment plant operators had devised a plan to convert the now unused waste-water recycling system into a sludge re-circulating system there by eliminating the problematic mechanical mixer now in service. The board thought the idea was very good and instructed the manager to keep them informed as to the progress of this project.
6. The manager reported the distribution crew had been very busy with service cuts all over Boothbay Harbor in preparation for paving. New employees are in training and house-keeping are keeping the crew busy the rest of the time. The seasonal shutdown will occur at 0700 hr. on 15 October 2008 and will involve the entire crew until completed.
7. The AM informed the board that the budget is still within the original number for both revenue and expenses. Expenses are a bit light until loan and bond payments are made in the next few months.

8. The AM reported the Geographical Information System (GIS) is on hold until such time as personnel are trained and time permits moving ahead. After the first of the year is when this will probably re-start.
9. The manager reported the town of Boothbay Harbor had received the drawdown account for the community development block grant (CDBG) which is now complete. The district was still awaiting news on the state revolving fund (SRF) closing date. The manager reported that the district had submitted everything necessary to the Maine Public Utilities Commission (PUC) with the Maine Bond Bank waiting for final documentation from the Drinking Water Program.

On 10 September 2008 the manager reported that he held an informational meeting with the residence of Boothbay Harbor to discuss the Sea Street project. The meeting was well attended and most of the concern revolved around traffic and parking. The project has started. The road has been ground and construction actually started today with the tie in to Sea Street.

10. The manager reported that the Linekin Bay Resort plans were looking good and their submission was nearing completion. There was still some review needed for completion. The manager also reported that on 10 September 2008 he attended the Boothbay Harbor planning board meeting in which the final discussion of the High Ledge subdivision in that the planning board voted 3 to 2 to approve the subdivision without public fire protection. The manager explained that this was actually a good thing because it opened the door for revision of the Boothbay Harbor code to require the expansion of public fire protection in new subdivisions.
11. The manager reported the first meeting for the master plan would be completed 1 October 2008 with a rough outline of a work plan completed shortly thereafter. The manager told the board that he would keep them informed as to the progress of this project.
12. The manager reported the district had completed safety training and was working through the Department of Labor citation. The district named the AM as the safety manager to formalize the position. The manager also informed the board that the district had formalized an inspection policy which was now in-place.
13. The Union Court project has been put on the shelf by the Town of Boothbay Harbor until summer of 2009. The manager will pin down a real date for completing this project.
14. The manager reported that he attended a series of meetings with the Boothbay Harbor selectmen on 22 September 2008 to discuss the proposed pier site near the Squirrel Island water main. The manager told the selectmen that the district did not oppose this project as long as the contractor had a diver mark the under water line and inspect the moorings once installed to ensure they have not come into contact with the water main.
15. The AM explained the new ID Theft policy that must be in place by November 1, 2008 as dictated by the Federal Trade Commission (FTC). The FTC calls the idea the Red Flag policy and has just declared that utilities are to be included.
16. The AM presented the board with the 2008 Fuel Contract: The heating oil for this coming 2008-2009 winters has been won by C.N. Brown with a bid of \$3.909 per gallon.

17. The manager reported he had received a state plan for the Knickerkane Bridge. Work on the replacement Knickerkane Bridge is to begin with the bidding process in January 2009. It is the district's hope to be able to include a 12" main with the construction for future use.
18. The manager reported that he had been invited to speak at an upcoming Water Environmental Federation symposium in Montreal for the benefit of law-makers in Canada in March 2009. The trustees endorsed this project with full support.
19. Trustee Curtis announced the manager had been nominated to serve on the board of directors for the Maine Water Utilities Association. The trustees endorsed this endeavor with full support.
20. The AM presented the district with a letter from Sprucewold Lodge who was asking to be left on for a wedding scheduled for October 17, 2009. The manager will determine to associated costs and notify the lodge of this amount and allow this request.
21. The meeting was adjourned at 1954 hr
Trustee Curtis motioned, Trustee Marston, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager