

14 April 2009

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 24
MARCH 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: Trustee Carter (Clerk).

1. The minutes of the 10 March 2009 trustees meeting were approved with no revisions.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 15, 16 & 17 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. The manager updated the board on the proposed East Boothbay Water Replacement Project. The manager explained after discussions with Dirigo Engineering and the town manager of Boothbay he had submitted an application with United States Department of Agriculture Rural Development (RD) as a possible funding source for the project. The manager reported on preliminary talks he had had with RD and a placeholder with had been established for a loan of \$1,400,000 at 3.7% and a grant amount of \$1,100,000. The term of the possible loan would be for 39 years with a repayment schedule of approximately \$70,000 per year. The manager stressed that this was just an option and that the district was most interested in the alternative funding streams currently being pursued by the Boothbay town manager.
4. The manager reported that the overlay paving this spring will finish the Sea Street project. He went on to discuss the project was still eligible for extra funding through the Maine Bond Bank. It was the intent of the manager to contract with the town of Boothbay to complete the work in the spring.
5. The AM provided the board with a budget update. Budget figures for revenue were reported to be at 92% of projected and expenses at 98% of expected. The AM reported this to be expected and that seasonal billing was about to launch and the towns had yet to pay their respective fire protection charges. There were no "red flags" noted.
6. The AM went over the 11 March 2009 letter from the Maine Municipal Association regarding a safety inspection for the district holdings. One deficiency was noted concerning the district's drill press.

7. The manager reported on the status of treatment plant operations and winter maintenance:
 - a. Ammonium Sulfate Conversion - Work on the ammonium sulfate system began on 24 March 2009. The manager anticipating it would take a month to complete the project. All the necessary parts were reported to be paid for and in the district's possession.
 - b. Air Scour System – The manager reported that Mike Tomacelli will be on-site for the installation of the new piping on 1 April 2009. The manager hoped to test the system shortly after “ice out”.
 - c. Effluent Valve Upgrades & Filter Maintenance – The repair package for Filter's #1 & #2 were complete. Filter #2 was put on-line on 16 February 2009 and Filter #1 was put on-line at 1000 hr. 24 February 2009. The work was completed on-budget with minimal shutdown time. Both clarifiers were stripped and repainted as were the waste troughs. The filters were spot painted with a full painting scheduled for 2010. Each filter received ½ ton of replacement media with the depth verified as being within specifications. The support beams for the troughs were replaced due to excessive corrosion. The new valves are operating very well with the operators evaluating water quality gains after extended use.
8. The manager reported distribution crew has begun to gear-up for seasonal turn-on. The distribution crew has identified several locations with winter damage which was being attended to. The manager went on to explain that due to colder than normal weather the snow has not receded enough for a thorough inspection. It was reported that the assistant distribution foreman had been removed from the treatment division and was reassigned to the distribution division until November. On 18 March 2009 the district had another winter main break occurring on McKown Point Road in Boothbay Harbor adjacent to Blake's Boatyard. The break was handled in an expeditious and professional manner. It was a circular split, not uncommon during the spring thaw. The main is very shallow which could be troublesome in the future.
9. The manager reported he would be meeting with Mr. Jerry Quiron, Maine Department of Transportation (DOT) to discuss a preliminary cost estimate of \$83,000.00. The manager expressed unhappiness with the DOT's cost estimate. The board shared the manager's concern with the excessive cost for this project due to an inefficient bridge design of the DOT and instructed the manager to keep them informed as the situation changes.
10. The manager informed the board that the Maine Department of Labor (DOL) had presented the district with another data call with regards to alleged violations found during the district's 30 April 2008 sodium hydroxide spill. The manager informed the board that most of the information requested had already been sent and that the district would comply fully with the data request.
11. The manager presented the board with documents relating to the master plan. Wright-Pierce was bringing more information on a daily basis and the manager told the board he would disseminate the information as it comes in. Trustee Marston proposed that the board discuss further at the 14 April 2009 meeting and meet with Wright-Pierce on 28 April 2009.

12. The manager reported that he had been in discussion with E J Prescott (EJP) concerning the stalled geographical information system (GIS) project for the district. The manager relayed that because of its value added service (VAS) contract EJP the district was eligible for time with EJP at a reduced rate. The manager went on to explain that by using EJP to complete the GIS system the district's inventory control and service order management could be integrated into the system. The board was open to the proposal and was looking forward to the EJP proposal.
13. The manager relayed that he had received a telephone call from Attorney Hole's office stating that Aldan Jordan was eager to settle with the district at the terms of the offer presented to him on 22 July 2008 in regards to the Reed Road dispute. The manager stated that he had not talked to attorney Hole and that the offer had been relayed by his assistant. The board tabled the matter until the manager had discussed the matter with attorney Hole and reported back. The board instructed the AM to investigate how much the district had spent to-date on attorney's expenses concerning this matter and report back.
14. Trustee MacPhee discussed the proposal presented by Mid Night Oil concerning geothermal for the treatment plant. Although the apparent cost seemed to be excessive some of the concepts were very valuable. The board got into a very detailed discussion concerning alternative and renewable energy for district operations. Trustee MacPhee expressed an interest in having Mid Night Oil make a presentation at the 12 May 2009 meeting so that the trustees could begin gathering information for alternative energy sources. The trustees agreed that this was a good idea and Trustee MacPhee volunteered to be the lead.
15. The manager thanked the board of trustees for allowing him to speak at the Americana conference held in Montreal, Quebec. The manager informed the board that his presentation was well received and that he had represented "rural America" in a conference largely dominated by case studies of North American urban studies. The trustees expressed an interest to see the presentation once the full board was assembled.
16. The manager relayed to the board the effort being spearheaded by the town of Boothbay to isolate failed septic systems in the Adams Pond and Knickerbocker Lake watersheds. The manager informed the board that he had budgeted \$750 for materials out of approved funds as well as committing labor to support the effort. The first phase of work was water quality testing of Knickerbocker Lake and Adams Pond to look for septic waste. The board instructed the manager to keep them informed.
17. The meeting was adjourned at 2010 hr
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler
Manager