

9 September 2008

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 26  
AUGUST 2008**

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: Ms. Sue Mello, Boothbay Register Absent: Trustee Carter (Clerk).

1. The minutes of the 12 August 2008 trustees meeting were approved with revisions.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
2. Warrants 44, 45 & 46 were approved.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
3. The manager introduced the district's newest employee, Trevor Morin to the board and explained who the board is, how they were elected and their function. Trevor was welcomed by the board.
4. The manager reported the East Boothbay Standpipe demolition project was completed on 14 August 2008 to the district's satisfaction and that he had signed the completion documents. The manager recommended the board approve the warrant article paying for this project in full when submitted.
5. The manager reported Dirigo Engineering was to be submitting the Adams Pond Dam rehabilitation project plans and a short list of approved contactors so that the dam overhaul could be completed this fall. The manager went on to explain the water level in Adams Pond was much higher than normal for this time of year and may hamper the start and completion dates for this project.
6. The manager reported that on 22 August 2008 the treatment plant finish water turbidimeter malfunctioned to the point where it was not repairable. The manager went on to explain that he had ordered a replacement as a rush delivery and in the mean time put the treatment plant on port/starboard work shifts so that the necessary sampling could be completed manually to meet state reporting requirements and ensure public health was safeguarded. The manager reported the new unit was installed and is working well.
7. The manager reported the distribution division was still undermanned until the return of Scott Campbell on 1 October 2008 where he will be at 100% with no restrictions. Trevor Morin was reported to be "green" (as expected) but very eager to learn while Adam Macy has been assigned to leak detection.

8. The AM reported the budget was tracking normally for this time of year, However, he cautioned the trustees that close scrutiny to the district's financial position would be made during loan payment season which was upcoming.
9. The GIS project was on-hold until the winter season so that qualified personnel attached to the distribution crew would be able to devote significant time and resources to this project with the AM.
10. The manager reported the bids for the Sea Street CDBG were opened at the Boothbay Harbor town office on 14 August 2008 by Ms. Julia Latter. The bids were as follows:

Bill Whorf & Sons Excavation	\$ 401,102.00
Harry C. Crooker & Sons	\$ 445,570.00
Harold Warren Construction	\$ 471,200.00
S. H. Bridges Construction	\$ 475,667.00
Nitram Excavation	\$ 535,355.00
T. Buck Construction	\$1,268,147.00

The manager further explained that after reviewing the bids it was apparent the cost estimate prepared by Dirigo Engineering was very low. Rather than letting the project die the manager reported that he went back to the Maine Bond Bank to see if the district's original loan amount could be extended under the state revolving fund (SRF). Both the bond bank and the drinking water program approved the request. The original cost estimate called for construction costs to be handled with \$325,000.00. The following is a breakdown of the bid construction costs.

Construction Costs	\$316,352.00
Inspection Costs	\$ 25,000.00
Administration	\$ 5,000.00
Legal	\$ 5,000.00
Repaving (Town of Boothbay Harbor)	\$ 50,000.00
Bidding Expense	\$ 2,500.00
Contingency	<u>\$ 11,000.00</u>
<b>TOTAL</b>	<b>\$414,852.00</b>

The manager reported the district had already secured \$161,000.00 of the construction need through the community development block grant (CDBG) and \$164,000 SRF loan money at 2.5%. To make the project work the SRF loan was amended to a loan of up to \$254,000.00.

The manager reported he had had the AM analyze what this increase would do to the district's bottom line as far as annual debt repayment. The AM explained that in 2008 the district would be retiring an annual payment of \$12,000.00 with the retirement of two bonds. Originally if the project had stayed to the construction cost estimate, the annual payment to the Maine Bond Bank would have been \$10,542.47. However, because of the cost overrun the AM estimated the district could acquire debt to a potential repayment of \$16,318.45 per year.

The manager went on to explain the word "potential" and "up to" because it was the district's strategy to expend the grant first and then start working the loan throughout the project. The manager updated the board in that the district had already expended \$17,849.00 which would not be repaid under the above loan/grant and that there was significant likelihood the amount of loan would be less than the worst case.

The trustees approved the extension of loan liability as previously described for the Sea Street project.

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

11. The manager reported that the Knickerbocker Group had submitted plans for the proposed Linekin Bay Resorts project that day and he had not had an opportunity to review them.
12. The manager reported that on 13 August he had been summoned to the Boothbay Harbor planning board to discuss the Highledge Subdivision. Mr. Brosky, the new developer was asking for options on fire protection and water service. The manager relayed that there were lawyers present at the meeting who represented many different interests. The manager said that he laid out the plan the district had approved. The Boothbay Harbor planning board tabled further discussion until such time as they review the file.
13. The manager reported that due to cost overruns on other projects and a shifting of priorities, the Montgomery Road upgrade would most likely need to be shifted to a 2009 project.
14. After careful consideration and much discussion the board selected Wright-Pierce Engineering over Underwood Engineering to complete the district's master plan review. The manager was instructed to notify Wright-Pierce and begin work.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
15. The board was informed that they had been invited by the town manager and board of selectmen for the town of Boothbay for an informal workshop on 9 September 2008 at 1600 hr. at the Boothbay town hall to discuss the future. There was no agenda to this meeting. The trustees instructed the manager to prepare a PowerPoint presentation outlining the district's current workload and priorities for presentation at that time.
16. The manager reported that on 25 August 2008 the district received a citation for the sodium hydroxide incident that occurred 30 April 2008 and had been fined \$1,650.00. He went on to relay that he had met with the district's safety consultant and who was reported to be scheduled for an on-site meeting 28 August 2008. The manager explained that the safety consultant had many problems with the citation in that much did not apply. The board informed the manager to keep them informed.
17. The manager presented the board a draft System Design Capacity for the treatment plant that would be sent to the drinking water program as the first part of the permitting of Adams Pond under the new in-stream flow rule.
18. The manager announced that the town of Boothbay Harbor was very interested in replacing the infrastructure at Union Court. The manager reported that he was putting the resources together to replace the two-inch galvanized water main with a new six-inch high density polyethylene (HDPE) main with a Waterous hydrant located approximately 540 feet off of Union Street. The board told the manager to keep them informed.

19. The manager informed the board that he would be writing letters of appreciation to both Ruth Watts and Dan Giles for their work in modernizing the cross-connection control program. The manager informed the board that Ruth Watts had integrated the program successfully into the new billing software, greatly improving record keeping and eliminating an antiquated specialized backflow software program while Dan Giles field tested grouping procedures that has increased production levels over 100%, in other words he had “set the bar” for future production. The board passed along their congratulations to both for a job well done.
20. The manager requested and received permission to dispose of the 2001 two wheel drive pick-up truck by sealed bid with a minimum bid of \$2,400.00. The manager requested that this vehicle be offered first to employees before the general public which was also approved.
21. The meeting was adjourned at 2001 hr  
*Trustee Curtis motioned, Trustee MacPhee, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,  
Manager

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