

9 February 2010

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 26  
JANUARY 2009**

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

1. The minutes of the 12 January 2010 trustees meeting were approved with revisions.  
*Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous*
2. Warrants 3, 4 & 5 were approved.  
*Trustee Carter motioned, Trustee MacPhee second, vote: unanimous*
3. Mr. Ireland presented to the board a status report on the East Boothbay Water Main Replacement Project. He reported the 12" ductile iron main had been installed to approximately seventy feet beyond Murray Hill Road with approximately eight-hundred feet left to go south along Route 96. The blasting crews were reported to be working on Church and School streets. During the period between trustee meetings Whorff Construction had lost four days due to a weather related issue.

The East Boothbay General Store (EBGS) had sustained some plaster cracks from blasting and porch damage from a Whorff dump truck. Both claims were in process and being resolved. It was reported the owner of the EBGS was contemplating a lost business claim with his insurer and stated in an e-mail he provided He would "pass the matter onto my lawyer". The manager reported that he had called attorney Geoff Hole and requested a policy statement be drafted concerning lost business claims and would provided it to the board for consideration. The manager stated that the district would work diligently to minimize disruption to business but had the right, by charter and state law, to work in the public way and was immune to such legal actions.

A copy of the minutes for Construction Meeting #2 was presented to the board.

An overboard discharge at the Spring House, adjacent to the work-zone was not working and the district was investigating why. The manager stated that the district would pay for the investigation as to the cause of the malfunction and would correct it if it was the district's problem.

4. The AM presented the financial picture to the Trustees. Although very early in the year, trends are within expectation.

5. The AM reported that he was awaiting the annual HAZMAT refresher training, scheduled for 27 & 28 January 2010 with Mr. Greg Kidd, Northeast Water and Wastewater Training. Besides the normal HAZMAT Refresher there will be a series of Emergency Response Plan (ERP) drills, fire extinguisher training and a confined space work refresher.
6. The manager provided the board with an update as to the status of treatment plant activities:
  - a. Treatment Plant Operations – The plant is running at very good efficiency with very low flows.
  - b. Sodium Hypochlorite –The manager reported this project complete.
  - c. LT2 Monitoring – Last colony counts was 0, we still remain below average.
  - d. Hazardous Waste Generation – During the first week of February the distribution crew would clean the residual fluoride waste from the upflow saturator. This was expected to generate a significant amount of hazardous waste that would be handled by Clean Harbors. The manager was awaiting a cost proposal. General discussion regarding the merits and associated costs of the fluoridation program ensued among the trustees.
7. The manager reported that on 18 January 2009 the district responded to a circular split break on Eastern Avenue. The main break took approximately 11 hours to repair with no appreciable outage reported. The distribution construction trailer, now outfitted for this use was used and reported to have been a great asset. Normal winter activities continue.
8. Ms. Mello provided the board with an overview of her activities with the surface water assessment (SWAP) update. Topics in her update included the disposition of source water mitigation funding provided by Mr. Leigh Davis in his subdivision and why the town of Boothbay left over \$60,000 of Section 319 funding on the table for culvert work on Back River Road. The board was satisfied with her progress thus far.
9. The manager reported he was still working on rounding up data for the Chapter 587 review by the Maine Department of Health and Human Services concerning the determination of “design capacity” for the Adams Pond Treatment Plant. The manger reminded the board that the higher the number the better.
10. The manager reported he had completed the rural Development (RD) application for the Commercial Street upgrade and was awaiting the environmental review from Dirigo Engineering. Once that was in hand he would submit the package. The environmental review will not only cover the Commercial Street project but West Harbor Tank site as well as a backup.
11. The manger reported Mary Bowers, Superintendent, Great Salt Bay Water and Sanitary District (GSBWSD) resigned. The manager and the manager of the Bath Water District planned to meet with the trustees of GSBWSD to brief them on how they see the future of the region’s water sources.
12. The meeting was adjourned at 1951 hr.  
*Trustee MacPhee motioned, Trustee Carter second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager

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