

9 June 2009

MEMORANDUM

From: Manager  
To: Board of Trustees

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

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

1. The minutes of the 12 May 2009 trustees meeting were approved with revisions.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
2. Warrants 28, 29 & 30 were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
3. Trustees Marston and MacPhee led a discussion regarding the review of the By-Laws of the district. Discussion revolved around trustee compensation as related to meeting attendance and updating indemnification language. Staff was tasked with researching this question and developing a suitable policy for discussion. The board authorized the use of the district's attorney if necessary.
4. The manager announced that he was notified that day that the East Boothbay Water Main Replacement project had been selected by the United States Department of Agriculture (USDA) for funding. The manager informed the board that the loan grant package consisted of \$1,440,000 in loan at an interest rate not to exceed 3.75% and a grant of \$1,160,000. The manager went on to explain that in preliminary conversations with the town of Boothbay funding for the loan portion of the package was possible. The manager went on to suggest that the board would "have to do some soul searching" because this package was very unusual and generous. The manager reiterated the position of the board as pertaining to rates and the district's unwillingness to raise them at this time. Further discussion on this matter was tabled until the 9 June 2009 meeting.
5. The manager reported he had met with the Boothbay town manager who was committed to setting a meeting with the Maine Department of Transportation (DOT) and Representative MacDonald to discuss the overdue billing for Country Club Road and the alleged responsibility of the district for a portion of that share. The manager reiterated the district's position in that DOT mishandling of the project and the portion that the district may owe, even as a portion of the town commitment should be vacated.
6. The budget was discussed by the AM. Revenues are above projections at this point and expenses are a little below expectations. The movement and closeout of MBIA funds was also discussed with all MBIA funds going to a repurchase program administered by the First National Bank of Damariscotta.

7. The AM reported current district GIS data had been given to E.J. Prescott who is developing a quote for gathering and assembling further data to create a viable GIS program for the district.
8. The manager reported that a review of safety training had been completed and the district was very close to being current. In addition the safety policy for the district was nearing completion with its full implementation anticipated within the month. The report included the following status reports:
  - a. Safety Committee Meeting- The manger reported the district had held an ad-hoc safety committee meeting 22 May 2009 and finalized the districts approach to safety program implementation.
  - b. Respirator Physicals - The AM reported that the system for respirator physicals had been set-up and employees were to be using is qualified.
  - c. Confined Space Inventory - A confined space inventory was reported complete and in-place.
9. The manager reported the paving for Sea Street was completed 20 May 2009. Repairing the shoulders and loaming remained open items for which the manager hoped would be completed by the end of the week. Additionally the manager informed the board that the complaint previously filed had been submitted to Whorff's insurance company for resolution.
10. The board was informed that the treatment division was gearing up to begin a pilot study for the conversion to sodium hypochlorite, eliminating the need of chlorine gas as the district's primary disinfectant. Wright-Pierce was the contractor that was selected to oversee this project and was preparing a pilot protocol to be approved by the Drinking Water Program.
11. The manager reported the distribution division had replaced a three-hundred foot section of water main along Grandview Avenue in Boothbay Harbor eliminating one of the largest remaining stretches of galvanized pipe with several minor pipe and valve jobs also completed. The manger also stated that an effort to paint and operate hydrants was underway.
12. The manager relayed he had attended the final utility coordination meeting on 15 May 2009. With a hint of enthusiasm he said "we are good". The final solution included the district providing 82 specially manufactured "tubes". The manager stated that it was his intention to have the tubes manufactured locally and had already discussed the project with Mid-Coast Machine. The construction of the bridge is scheduled to begin summer 2009 with an October 2010 completion date. The manager finished by informing the board the district will be allowed to use the water lines we have now for the next two seasons, making the conversion after the 2010 season.
13. The manager had nothing new to report concerning the pending Department of Labor (DOL) citation.

14. The manager informed the board sample sites have been established on Knickerbocker Lake including recording their position by GPS and mapping. The first round of sampling showed an elevated nitrate levels adjacent to the YMCA camp. Adams Pond sampling was in-process with the sampling boat reported damaged and under repair. Overall this information was reported as good baseline data.
15. The next topic discussed by the board was the status of the Montgomery Road/Route 96 project. Reny Construction had begun pre-construction for this project by repairing the drainage swale along Route 96. The project will begin once a road opening permit with the town of Boothbay Harbor is obtained. As previously reported the district & sewer district met with the town of Boothbay Harbor town manager. This was done to request the road opening permit be amended to allow utilities to operate in the roads of Boothbay Harbor in a consistent and cost effective manner while ensuring roads are repaired to pre-determined standards, eliminating arbitrary and capricious requirements from town employees. The manager reported the town manager had verbally assured him that an amended road opening permit would be completed shortly. Once completed the project would commence.
16. The manager reported the bid opening for the Adams Pond Dam Rehabilitation project would occur at the trustee meeting 9 June 2009. The manager stated that five set of plans had been taken out
17. The manager told the board that he had been received a concept inquiry by a local professional to assist the district in an update of the surface water assessment program (SWAP) report. The board requested more information including a proposal.
18. The meeting was adjourned at 2012 hr  
*Trustee Curtis motioned, Trustee Carter second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,  
Jonathan E. Ziegler  
Manager