

10 June 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 27 MAY 2008**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Trustee Carter (Clerk), Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Pat Farrin, Farrin Construction; Ms. Danielle Betts, Knickerbocker Group; Mr. Dan Flaig, Wright-Pierce Engineering. Absent: None.

1. The minutes of the 13 May April 2008 trustees meeting were approved with revisions.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
2. Warrants 28, 29 & 30 were approved.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
3. Trustee Pinkham recognized Mr. Dan Flaig, Wright-Pierce who provided the board a presentation of the *Knickerbocker Transmission Main Easement Report for the Boothbay Region Water District, Boothbay, Maine, May 2008*. The report addressed the request previously made by Mr. Farrin for access on district easements and for any other entities wishing to gain access to district easements. The discussion revolved around road standards that need to be followed and general basic guidelines for easements across district property and pipelines. Mr. Farrin discussed the report and how he thought it affected his intents. The discussion went on to settle the need for a survey of the existing easements physical limits and the need to ascertain the location of the districts pipeline in relation to the easement boundaries. The board tabled further discussion on request of Mr. Farrin until the autumn.
4. The manager updated the board as to the status of the Linekin Bay Resort proposal stating that the district had entered into an agreement to serve the proposed development with a year-round water main extension. For the sake of getting “everybody on the same page”, the manager stated that this was a preliminary meeting with the board yet to approve an extension plan. Mr. Flaig outlined comments the district had concerning the proposed development. Ms. Danielle Betts from The Knickerbocker Group discussed the proposed condominium and Event Center plan. Several issues came up during the discussion regarding fire flows and looping of the water main for water quality. Those suggestions are to be taken back to The Knickerbocker Group for consideration.
5. The manager reported that Ms. Vi Lee had signed an indemnification clause as drawn up by Attorney Geoff Hole and the work to be done on her property by the district was to commence shortly.

6. The manager reported the ammonium sulfate pilot study continues to move forward with promising results. On 20 May 2008 the district hosted a tour for the Boothbay, Boothbay Harbor and Edgecomb fire departments. The manager reported he reviewed all of the hazard class materials located at the treatment plant and proper methods of dealing in emergency situations with them.
7. The manager reported that the distribution division is coping with understaffing but is getting work orders completed.
8. The AM reported the budget indicated that expenses were lower than expected and income was higher than projected. Those customers not wanting water service for 2008 appears to be the normal amount.
9. The manager and Mr. Flaig reported the latest efforts for the In-Stream Flow Rule. Mr. Flaig provided a lengthy report as to the regional approach the district is taking with compliance especially as it dovetails with efforts of the Bath Water District. The manager reported he was sending personnel to a seminar regarding the In-Stream Flow Rule to gather back-ground knowledge and to be come familiar with how the rule affects the water district.
10. The manager reported the Sea Street community development block grant (CDBG) was still awaiting some administrative comment periods to elapse before the state would announce the award of the grant. The manager went on to inform the board that the district would be submitting the state revolving fund (SRF) application within the next week to be considered by the Maine Bond Bank in its summer sessions.
11. The manager presented the RFP for the master plan and alerted the board that the state had approved it for grant funding. There was concern amongst the board that the RFP was far to detailed and would be cost prohibitive to include in a legal announcement. The manager was instructed to devise a legal way to advertise and select a date for bid opening.
12. The board rejected the requests for downsizing meters form ¾” to 5/8” from Trefrey, Rapelye and Dolloff due to incomplete information. The trustees requested more background information regarding history of their respectful properties before re-entertaining a motion to consider the downsize requests.
13. The meeting was adjourned at 1555 hr
Trustee MacPhee motioned, Trustee Curtis, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager