

11 November2009

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 27
OCTOBER 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Don Macpherson, Assistant Code Enforcement Officer, Boothbay; Ms. Leslie Volpe, West Harbor Pond Watershed Association & 5 other members. Absent: Trustee Carter (Clerk), Trustee Marston.

1. The minutes of the 13 October 2009 trustees meeting were approved with revisions.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
2. Warrants 57, 58, & 59 were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
3. Trustee Pinkham recognized Ms. Volpe who introduced the newly formed the West Harbor Pond Watershed Association (WHPWA). Ms. Volpe stated the purpose of the association was to monitor watershed activity around West Harbor Pond. Their presence was welcomed and they were encouraged to continue the “Good Fight”. The manager was queried extensively and provided the group with a history of how Knickerbocker Lake became a water supply, historical monitoring activity and regulatory requirements. The WHPWA areas of their concern included: draw downs of Knickerbocker Lake; alewives fisheries; the proposed “Three Dams Project”, quickly renounced by the board; an information loop including correspondence with Maine Department of Marine resources (DMR) the district and drinking water program; coordination between Boothbay Harbor Public Works Department and WHPWA concerning the culvert at the north end of West Harbor Pond and seaplane operations (for which the manager informed the group that the board had taken no position as of yet).
4. The ACEO provided the board with a watershed report for activity in September and early October. The manager respectfully disagreed with the town of Boothbay’s position that the work performed by the town of Boothbay on Back River Road was completed compliant with state regulations. The manager was quick to point out that the town had improved in erosion and sedimentation control over the past few years but the crew lacked the tools and knowledge to take that extra step. The manager informed Mr. Macpherson that the town and district should lead by example and that the town, even though greatly improved, was not there yet.
5. The manager reminded the board that the bid opening for the East Boothbay Water Main Rehabilitation Project was scheduled for 1100 hr. 10 November 2009 at the administrative office conference room. The manager provided a list of the following companies which had taken out bid packages and presumably would be bidding the project:

- a. George C. Hall, Rockland;
- b. Harry C. Crooker & Sons Inc., Topsham;
- c. McGee Construction, West Gardiner;
- d. D & C Construction Co. Inc., Waterboro;
- e. Sargent Corporation, Stillwater; and
- f. Harold Warren Construction, Chelsea.

The manager then informed the board that all of the documents that were required by Rural Development (RD) had been sent. The manager reported that Trustee Carter (Clerk) had signed the remaining loan documents the previous week.

The manager went on to explain that on 23 October 2009 he and Mr. Jim Lord P.E., Dirigo Engineering had met with the Maine Department of Environmental Protection (DEP) because the DEP had determined the district would have to obtain a full natural resources protection act (NRPA) permit for the stream crossing in East Boothbay. During that meeting the district maintained that this project met the requirement of just a permit- by- rule but DEP did not concur. The manger went on to relay that on 26 October 2009 he had received word from DEP that in fact we could only file a permit- by- rule. The manger finished that this action had been completed.

There remains an easement that is required from the town of Boothbay (as reported in the 13 October 2009 minutes). The manager reported he had met with town manager and the town manager could not grant the easement by town ordinance, rather it had been approved at a town meeting. Fortunately the manager reported there was a town meeting to approve this on 9 November 2009, warrant #3, and the town of Boothbay would require some level of compensation for this town meeting.

Lastly the manager reported that he had signed a short-term financing agreement with the First National Bank of Damariscotta for the construction phase of this contract. The loan was at 2.1%.

6. The manager informed the board that on 16 October 2009, Mr. Tony Fletcher, Maine Emergency Management Agency (MEMA) Dam Inspector, inspected the Adams Pond Dam and found the overhaul performed in September was satisfactory. He was supposed to be sending me a letter informing the district of his satisfactory findings. The manager stated that he was in the process of updating the dam plan for trustee adoption.
7. The AM reported revenues were at 87.22% of expected and expenses were at 100% of expected per the budget. The AM was not alarmed at this and expected improvement in the revenue numbers. The AM reported that he and the manager were beginning to pull materials together the 2010 Budget. The manger added that he was taking the priorities off of the master plan. The goal was to have a draft plan to the trustees in early December because December is an administratively tough month.
8. The AM reported that district personnel were still awaiting flu vaccines and that safety calendars had been purchased for every member of the district.
9. The final paving for Montgomery Road was completed 16 October 2009. The district used Hagar Enterprises out of Damariscotta who did a superior job. The manager announced that this was the final report on this project.

10. The manager reported the gate for the Adams Pond Dam was in-process and with the town of Boothbay.

The manager reported on treatment plant operations. There was discussion regarding the status of the following:

- a. Treatment Plant Operations –Water quality was very good and the plant was operating at very good efficiency. The manager reported that the staff was now operating on one filter. The caustic loop controller was not working correctly and has been patched together because there was no replacement units made anymore. A fix that would be SCADA compatible was being worked out.
 - b. Sodium Hypochlorite Pilot Project - The system was working very well with the proven technology. The manager reported that he had asked Wright-Pierce to step up the approval request letter. Even though the district was awaiting the final design and concurrence from the state, staff had begun converting the bicarb room. The manager had already ordered the bulk tank because of the long lead-time required. The manager finished stating he was very happy with the effort thus far.
 - c. LT2 Monitoring – Last colony counts was 0. The district was now averaging very much below the action limit.
 - d. Source Water Monitoring– Knickerbocker Lake monitoring was going to conclude this month or early next depending on the weather conditions. The monitoring showed interesting results but, because of the well above average rainfall this year will be inconclusive to any long-term trending.
11. The manager reported the seasonal shutdown was nearing completion with only some arranged lines still active. Blowing of mains continued. The manager thanked the town of Boothbay Harbor for allowing the district to use their compressor. The manager reported that utility technician Trevor Morin is sat for his class II distribution license and utility technician Adam Macy sat for his class IV treatment license.
 12. The manager reported that on 19 October 2009 he hosted a roundtable breakfast with the regions fire chiefs at the Ebtide. The manager provided the board with the agenda of that meeting. The meeting was reported to be successful.
 13. The manager reported that on 21 October 2009 he met with Graham Shammuel, director, Bigelow Lab; Danielle Betts P.E. , Knickerbocker Group; and Steve Malcolm, chairman, Bigelow Labs to discuss the expansion of the laboratory in East Boothbay. It was relayed that the manager began that meeting by explaining that the contract zone granted by the town of Boothbay may or may not be valid because even though a specific water upgrade was required by the town, the town did not have authority to make such requirements. Bigelow was provided the necessary paperwork and would be beginning the main extension process shortly.
 14. The manager had begun the process of receiving an easement from Daniel and Angela Alley so that the district could install a hydrant on their property adjacent to Farnham Point Road to enhance fire protection and allow the district to improve water quality in that area. The Alley's were reported to be very amenable to the plan and the manager anticipated no problems. The survey was completed by Leighton and Associates and taken to Attorney Chip Griffin for drafting of the easement.

15. The manager reported Mr. Pat Farrin and Mr. Win Mitchell were engaged in a border dispute adjacent to district property. The manger reported the DEP was involved to investigate allegations from both parties over alleged violations. Mr. Mitchell provided a copy of the district's deed, which was provided to the trustees and has requested the district evict Mr. Farrin from district property. The manager recommended the board consider evicting Mr. Farrin. The board instructed the manager to evict Mr. Farrin if DEP cites a violation on district property as a result of Mr. Farrin's activities.
16. The trustees took up discussion on more funds were becoming available through RD and the possible inclusion of Commercial Street in Boothbay Harbor. The trustees stated that even though the district would incur more debt the grant packages were too impressive to ignore. The manager was instructed to explore the possibility of funding the Commercial Street project through a grant/loan project with RD and report back.
17. The meeting was adjourned at 2025 hr.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager