

12 May 2009

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 28
APRIL 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Carter (Clerk), Jon Ziegler, Manager Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Dan Flaig, Wright-Pierce, Ms. Sue Mello, Boothbay Register. Absent: Trustee Marston.

1. The minutes of the 14 April 2009 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Carter second, vote: unanimous
2. Warrants 22, 23 & 24 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. Chairman Pinkham recognized Mr. Flaig who provided the board a brief update on the status of the master plan. Mr. Flaig informed the board that the first five chapters of the plan were in rough draft format and distributed among the board. The final two chapters containing recommendations for the treatment plant and the financial analysis of the district were still coming. The manager reminded the board that the district would be conducting a workshop on the master plan on 8 May 2009 to allow greater in-depth discussion.
4. The manager had nothing new to report concerning the East Boothbay Water Main Replacement project.
5. The manager reported the Sea Street paving needed to be completed by 31 May 2009. The manager told the board that he and the Boothbay Harbor Sewer District superintendent had developed a request for proposal to complete the paving that had been distributed to area pavers. The bid opening was scheduled for 1 May 2009.
6. The manager informed the board that a check had been prepared and signed for \$6,000.00 dollars as settlement with Jordan Construction. The manager reported that this had been sent to Attorney Hole who was instructed to prepare a release and indemnification to be sent, along with the check to the attorney representing Jordan Construction and returned signed to the district.
7. The manager reported on the status of treatment plant operations and winter maintenance:
 - a. Ammonium Sulfate Conversion - The project was reported going well. The manager estimated the room is about 50% plumbed. It was explained that work had to cease once we seasonal start-up because treatment staff was temporarily reassigned to distribution.
 - b. Air Scour – Project was reported complete, on-line and tested

8. The manager provided the board with an update on distribution activities.
 - a. The manager informed the board that the seasonal start-up had been completed on-time and all seasonal customers in good standing were on-line.
 - b. The manager expressed his dissatisfaction with the appearance of the district's hydrants. The manager went on to state that a hydrant is often the only component of the water system the public sees. The district's hydrants by-in-large look shabby and the manager which was made a priority to correct.
9. The manager presented the board with the copy of an e-mail from Mr. Jeff Preble, Wright-Pierce updating them on the Knickerkane Bridge project. The transcript is as follows:

Here's what I got from Jerry today regarding schedule. Of course it all depends on who they get for a contractor, but say they are able to get underway in July or August, the piles and cap work is expected to take 3-5 months. Once this is done they will start bringing in the composite beams for placement. My guess is the brackets for the pipe hangers wouldn't be needed on site until late winter or spring of 2010. The approach work up to the new abutments would likely be happening in later summer of 2010. Jerry said he will write into the specs that the seasonal main needs to stay in operation through October 15th of 2010. We can tell him whatever date is more comfortable for you so that shouldn't be an issue. I think that gives you a bit of breathing room in terms of spreading the costs for this out more.

10. There was no change in status concerning the citation currently pending with the Maine Department of Labor.
11. The manager reported that he had met with the acting code enforcement officer for the town of Boothbay and had worked out a preliminary sewerage screening plan for Adams Pond and Knickerbocker Lake. The district had ordered nitrate reagents for the existing laboratory and a sampling plan. The manager said it was his goal to have the first round, including sampling stations put in, completed within the first two weeks in May.
12. The manager provided the board with an update on the Montgomery Road project. Staff was beginning to accumulate the various permits needed for the project and it was scheduled to begin within the next month or so.
13. The board was provided a status report of the Adams Pond Dam. The manager reported the dam had sustained damage during the winter and did not look good. The manager received permission to begin the contracting process for repair of the dam. The board asked the manager to report at the next meeting a status report on the dam.
14. The manager informed the board that the Squirrel Island water main had been repaired by Chuck Fuller Marine and was in operation.

15. The manager reported he had been in contact with the town manager of Boothbay who had informed him the Maine Department of Transportation (DOT) was now looking for compensation surrounding the Country Club Road project taken in 2004. The manager reported that there had been an agreement with town to help pay with the towns share. The intent of the district was to use the road reconstruction funds from the East Boothbay Interconnection project to help the town. However, the manager explained, the DOT mismanaged the project and the funds the district had were wasted by the state. The manager informed the board he intended to fight this bill now five years old.
16. The meeting was adjourned at 2:10 hr
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager