

13 November 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 28
OCTOBER 2008**

The Board of Trustees convened at 1900 hrs. In attendance : Trustee Pinkham (Chair), Trustee Curtis (Treasurer), Trustee MacPhee, (Vice Chair), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Greg Ireland, Dirigo Engineering, Mr. Geoff Smith, Boothbay Assistant Code Enforcement Officer (ACEO); Ms. Sue Mello, Boothbay Register. Absent: Trustee Carter (Clerk).

1. The minutes of the 14 October 2008 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 61, 62, & 63 were approved with comment. Trustee Curtis instructed the AM to investigate why Shaw's Office Supplies was still charging a fuel fee.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
3. Trustee Pinkham recognized Mr. Greg Ireland, Construction Inspector for Dirigo Engineering who provided the board with an overview of the Sea Street Construction project. Mr. Ireland started by telling the trustee the project has fallen behind. There were problems in obtaining a satisfactory pressure test which required two excavations to correct. The disinfection process was also delayed but was now reported to be complete and satisfactory. Mr. Ireland reported Whorff had brought in two crews to install services. Giles Place was reported now on the new water main. The contractor is working to complete the water portion this week so as to avoid liquidated damages. The manager stated that the Boothbay Harbor public works director would like to pave at least the Howard Street portion during the next week. The next construction meeting was scheduled for 30 October 2008 at the Boothbay Harbor town hall.
4. Trustee Pinkham recognized the ACEO for the town of Boothbay who provided a report on watershed activities. The ACEO presented the board with a letter outlining the town of Boothbay's liability in violations cited by the Maine Department of Environmental Protection (DEP) with the Clifford Park landfill. The town was ordered in a letter from the DEP 15 October 2008 to install silt fence, close the site out and apply for the necessary permit. The ACEO reported the town was working on replacing five failing septic systems in the Adams Pond watershed through state grants. The manager asked the ACEO if any residents in the Knickerbocker Lake watershed were voluntarily having the septic systems evaluated with the ACEO responding in the negative. The ACEO updated the board on a dispute between the town and Mr. Brian McDonald; Back River Road concerning a drainage culvert with the town manager reported handling this personally. The board thanked the ACEO for his detailed and objective report.

5. The board addressed a carryover motion made by Trustee Marston and seconded by Trustee Carter concerning extending the seasonal shutdown day from the first Wednesday after Columbus Day to the first Thursday after Columbus Day to allow Inn owners an additional day to shut-down for the season. When queried by the board, the manager reported that this would cause minimal disruption to the seasonal shutdown routine. The proposal was approved.
Trustee Marston motioned, Trustee Carter second (14 October 2008), vote: unanimous
6. The AM presented the draft “Red Flag” policy to comply with federal mandates. The plan was to be implemented to protect personal information of customers as required by the Federal Trade Commission. The board adopted the policy making the district in compliance.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
7. The AM reported the budget was in good shape. Revenues were reported to 4% ahead of expected and expenses 15% below projection. The AM tempered the trustee’s enthusiasm at this news by reminding the board that the fall round bond payments was coming and the expense report was likely to fall back to earth. However the AM closed by stating he was very encouraged with the districts fiscal performance thus far.
8. The manager reported on treatment plant operations. The district received bids from Dirigo Engineering and Wright-Pierce for the conversion to ammonium sulfate. The district awarded the project to Wright-Pierce. The bid was (Dirigo \$3,000 + \$120/hr) vs. (Wright-Pierce \$1,300 + \$81.45/hr.). The manager reported the submission to change to ammonium sulfate was still moving ahead. Wright-Pierce was tasked with providing the stamped drawings and had been on-site and met with Sullivan and Associates (supplier of hardware) to review the plan. The date for completion for Wright-Pierce was 21 November 2008 with a submission by the district to the drinking water program slated for 28 November 2008. In other news the manager reported that with the plant was back to one-filter operations. The chief treatment plant operator, AM and manager where reported to continuing to work on a winter work plan for the plant. Andy Begin, formally of Wright-Pierce, is now the state drinking water engineer.
9. The manager reported the shutdown commenced on 15 October 2008 and was progressing smoothly. The manager reported that the district’s fall paving was now current being completed by King and Son’s paving in cooperation with the Boothbay Harbor public works department.
10. There was nothing new to report with Linekin Bay Resorts.
11. The manager reported on the master plan. Along with field investigations, administrative staff had been pressed for information which had been provided for review. The manger provided the board with a draft outline of the master plan. Trustee Curtis submitted revisions for consideration.
12. The manger reported that he had met with Mr. Jerry Quiron, Julia Picard and Eric Calderwood of the Maine department of transportation (DOT) on 22 October 2008, to discuss the Knickerkane Bridge. The proposed pipeline that will be installed will be high density poly-ethylene (HDPE) encased in an insulated corridor under the bridge. At DOT’s request the district will be hosting a utility meeting at the district office on 7 November at 0900 hr.

13. The manager reported per the department of labor (DOL) citation the district had completed the update, training, printing and distribution of the *Hazardous Materials Emergency Response Plan, Adams Pond Treatment Plant*. The manager reported he was still waiting for the follow-up meeting and inspection concerning the DOL citation. The trustees noted that on the warrants there were purchases in safety equipment for which the manager explained that this incident has spawned a top-down review of the district's safety policy. A new trench box was ordered to better protect employees and comply with state regulations as well as many ladders were found to be deficient in rating or quality and were disposed of and replaced.
14. The manager reported he had met with the Boothbay Harbor town manager, public works director and Boothbay Harbor Sewer District superintendent to discuss the road opening policy for the town of Boothbay Harbor. A resolution to the current language met everyone's objectives.
15. The manger reported the latest round of lead and copper testing had been completed with the district attaining the lowest levels to date.
16. The manager reported that he had been in contact with the DEP solid waste division to verify that the disposal method currently employed by the district for waste asphalt was in compliance with state law. The manager reported that DEP thought that N. Reny Construction, the location the district disposes its material, was one of the premier recycling facilities in the state, compliant with all USEPA & DEP regulations and that the district was complying with all laws as related to waste asphalt disposal.
17. The meeting was adjourned at 2008 hr
Trustee MacPhee motioned, Trustee Marston, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager