

22 December 2009

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 8  
DECEMBER 2009**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Don MacPherson, Assistant Code Enforcement Officer (ACEO), Boothbay. Absent: Trustee Carter (Clerk).

1. The minutes of the 24 November 2009 trustees meeting were approved with revisions.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
2. Warrants 69, 70, & 71 were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
3. Trustee Pinkham recognized the ACEO who presented the board with a report of activities in the Adams Pond and Knickerbocker Lake watershed's for the month of November. The ACEO admitted that activity had been quiet. The manager queried the ACEO about the status of the Back River Road culverts to see if the town was actually complete. The ACEO responded that as far as he knew the town considered the project, in its current condition complete.
4. The manger provided the board with an update as to the status of the East Boothbay Water Main Replacement Project. It was reported that on 7 December 2009, a final walk through of the construction zone was conducted. In attendance were representatives from Whorff Construction, town of Boothbay Harbor, town of Boothbay, district and Dirigo Engineering. The work plan was reviewed in detail and a memorandum of understanding between all parties was agreed to. The manager went on to explain that drilling and blasting had started that day and a lay down area has been designated at the Masonic Hall in East Boothbay.

The manager reported the district had to negotiate an easement with Hodgdon Yachts for main looping with regards to the project. This was tricky only in placement because it needed to be placed to fit a planned expansion by Hodgdon. The manager stated there was a public informational meeting scheduled for 9 December 2009 at 1800 at the East Boothbay Fire Station.

5. The AM presented the financial picture to the Trustees. The current budget is within parameters for this time of year.
6. The board opened discussion on the draft Boothbay Region Water District 2010 Budget. Trustee Curtis had electronically sent a series of questions and corrections that were reviewed as was questions raised by Trustee MacPhee. After lengthy discussion the draft 2010 budget was adopted with revisions  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*

7. The AM reported that the district had contracted with Mr. Greg Kidd to complete the annual hazardous material refresher training. This was reported to be completed January 2010.
8. The manager reported that the gate to the Adams Pond Dam had been installed by the town of Boothbay and it looked great.
9. The manager reported on the status of the following treatment plant operations:
  - a. Treatment Plant Operations – The plant is running at good efficiency.
  - b. Sodium Hypochlorite – the construction continues. The piping has been completed and hydro tested. The injection pumps remain to be installed as does the injection line, which will take approximately a week to construct and install. The manager anticipated the final electrical work and control connections be completed the week of 14 December and expect the first shipment for the new tank on 18 December. Shakedown and start-up is slated for the week of 21 December.
  - c. LT2 Monitoring – Last colony counts was again 0.
10. The manager reported the distribution crew was now into meter maintenance and replacing service boxes as the weather permitted. The crew has begun the final outfit of the service trailer and repairing broken equipment. With the project starting the distribution foreman was devoting a great deal of time to the project and some of the day-to-day management activities will be transferred to the assistant foreman. Lastly it was reported that the district was scheduling HDPE welding certification for the crew which would be offered, at no cost, to regional contractors and the sewer district.
11. The manager reported that the Knickerkane Bridge Agreement with the Maine Department of Transportation (DOT) was very close to being signed. It was anticipated that the district would now have very little cost incurred as to the utility relocation with the bridge. The manager anticipated signing the documents by the end of the week.
12. The board reviewed and approved a draft letter from the chairman to Mr. William Brown, CEO, Wright-Pierce, expressing dissatisfaction for the year overrun with the master plan.
13. The manager alerted the board that the State Fire Marshall and the Department of Inland Fisheries and Wildlife were investigating alleged crimes by Mr. Pat Farrin in incinerating trash and possible hazardous waste on district property. The board asked the manager to keep them informed as to the status of this case.
14. The board went into executive session pursuant to 1 MRSA §405(6) (A) at 1945 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
15. The board voted to come out of executive session at 1955 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
16. The meeting was adjourned at 1957 hr.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager

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