

22 March 2011

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 MARCH 2011**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis, Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Geoff Hole JD, Bernstein, Shur, Sawyer & Nelson. Absent: Trustee Marston (Treasurer), Trustee Carter (Clerk).

1. The minutes of the 22 February 2011 trustees meeting were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 6, 7, 8, 9, 10 & 11 were approved.
Trustee MacPhee motioned, Trustee Pinkham second, vote: unanimous
3. Attorney Geoff Hole reported to the board that the goal of the district was to avoid litigation with any of the responsible parties in the wake of the Whorff bankruptcy and concentrate on efforts to bring about closure in East Boothbay. Attorney Hole reported that a letter had been sent to the insurance carrier and bonding company regarding the 50 to 100 complaints on record. The complaints were explained to be a blend of warrantee issues and liability issues. With Bill Whorff Construction officially in chapter 7 bankruptcy, the remaining complaints and claims were now up to the bonding company and the liability insurance carrier to resolve. Colonial Adjustors had assigned an adjuster to address the liability issues and would soon be contacting those with complaints. Attorney Hole indicated the bonding company would be handling the warranty issues and would keep the manager and Dirigo Engineering informed as to resolution.
4. The manager reported that on 23 February 2011, a pre-construction meeting between the district, Dirigo Engineering and Nitram Construction was held for Phase III of the Commercial Street Project. The manager provided the trustees with minutes of that meeting. It was further reported that the town of Boothbay Harbor would be installing its own drainage in the Boothbay House Hill area during the remainder of the project. The manager indicated that he had been in contact with the Boothbay Harbor Region Chamber of Commerce which had published a detailed synopsis of the work to follow in a mass e-mail to its members as well as publishing updates on its Facebook page. Lastly the manager relayed that he had discussed the project with the new tenants of the Village Market and assured them that the district would do all that it could to help facilitate access to the location for their business start-up.
5. There were no new developments with the Bigelow laboratory project.
6. The AM reported that the audit is finished for 2010 and a presentation would be set up in the future to discuss any findings. A budget report will be ready for the next meeting.
7. The rate study by Raftelis has been submitted and after discussion the following changes need to be submitted: The tier system for overages needs to be removed; the Town of Southport

will need to be treated as a governmental entity and pay for fire protection. A phase in of the increase will need to be considered upon review of the changes. The manager instructed the AM to have the necessary modifications to the rate proposal sent to Raftelis instructing them to have a revised report by 22 March 2011 for trustee consideration.

8. No safety violations or incidents were reported for the covered period.
9. The manager provided the board with a detailed review of the treatment division's activities. The pH control issue previously reported, had been worked out. Flows were reported to be down but sales remained at a normal level indicating a tightening of the system as a result of recent projects. Both Treatment Filter #1 and #2 were reported to have been taken out of service, receiving a fresh touch up of interior coating, and several fresh coats of Rustoleum® on the outside of the filters.

The manager reported that Tim Sawtelle P.E., Dirigo Engineering had visited the plant twice looking at the control system configuration He was working with the treatment plant operators in an effort to ascertain the district's expectations for the new SCADA system, currently approved in the budget, and develop a design.

All of the treatment plant operators receiving recertification training provided under a grant by Mr. Gregg Kidd, president, New England Water and Wastewater Training Associates. The first class was held 2 March 2011 with the second scheduled for 9 March 2011.

10. The manager reported the John Deere was receiving mid-level maintenance required by the manufacturer 16 March 2011. Winter operations for the distribution staff had slowed with objectives met. The recent warm-up was encouraging with the crew reportedly beginning to inspect and repair the seasonal water mains as they emerged from the snow. The manager provided the board with an inspection of the next generation water meter.
11. The manager indicated that Boothbay Town Manager, Jim Chaousis would like to start Boothbay watershed protection efforts in July. The board instructed the manager to cover in preliminary discussions, new construction requirements and SWAP requirements.
12. The manger reported on a meeting he had had with representatives with the Maine Department of Transportation (DOT) which took place on 28 February 2011 concerning the Knickerkane Bridge. The district had reportedly delivered the conduit necessary to reinstall the water main inadvertently destroyed by the DOT. The manager felt that the DOT was now acting in good faith and that water service to Hodgdon Island and Barters Island, currently impossible due to DOT actions, would be possible by seasonal turn-on
13. The manager reported that he was making preparations for his participation with the AWWA fly-in to happen in Washington DC on 3 & 4 April 2011. He informed the board that meetings with the Maine Congressional delegation had been arranged. The manger stated that he would thanks both Senator Collins and Snowe, on behalf of the board, for the recent \$1,400,000.00 grant to establish fire flow in East Boothbay. The manager then discussed the likelihood of deregulation from PUC and other legislative matters.

14. The manager informed the board that the district had been randomly selected by the Maine Drinking Water Program to participate in the Environmental Protection Agencies (EPA) latest Infrastructure Needs Survey that would be used to determine funding for the next five years as well as distribution of funding to the states. The manager stated that he had been summoned to Bangor by the state engineer on 16 March 2011 to go over the survey requirements. The board instructed the manager to keep them informed as to this effort.
15. On 4 March 2011 the manager attended a meeting at Maine Department of Environmental Protection (DEP) in Portland to discuss the application process for this year's round of 319 grant funding. The DEP confirmed that even though there had been many cuts in the federal dollars, this program remained untouched. The manager intended to submit for grant funding several projects on Back River Road in Boothbay and would be in contact with Ms. Sue Mello, Dirigo Engineering and the town of Boothbay. The board directed the manager to keep them informed.
16. The meeting was adjourned at 2027 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager