

14 February 2012

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 24  
JANUARY 2012**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee Marston, At-Large, (Treasurer); Trustee MacPhee, Boothbay, (Vice Chair); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager; Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: Trustee Carter, Boothbay (Clerk).

1. The minutes of the 10 January 2012 trustees meeting were approved.  
*Trustee Marston motioned, Trustee Reed second, vote: unanimous*
2. Warrants 2, 3 & 4 were approved.  
*Trustee Reed motioned, Trustee MacPhee second, vote: unanimous*
3. The manager provided the board with a status report for the **East Boothbay Water Main Replacement Project**. Hodgdon Yachts was reported to have been put in contact with the insurance company who has pledged to repair the Ships Store. The manager reported that the single remaining sticking point was confirmation from the East Boothbay Methodist Church concerning the resolution of the stained glass windows. The manager reported that he had left messages and received no reply from the church, which he had reported to attorney Hole. The board provided the manager with alternative contact information for the church for the manager to follow-up on.
4. The manager had nothing new to report concerning the **Bigelow Laboratories** project
5. The AM reported on **Safety** matters. The second half of the 10-hour course provided by EJP was pending. Additionally the board was presented with a proposal from New England Water and Wastewater Training Associates (NEWWTA) for operator certification preparation classes, for which the manager was arranging. The manager reported that he had four employees that required training. Trustee MacPhee asked to be included in the training as well. The dates for the training had not been determined. Additionally NEWWTA, at the request of the manager, was preparing a proposal to present to the district for an audit of the district's safety program and documentation to ensure compliance with Maine law.
6. The manager provided the board with a report on **Treatment Plant Operations**. The new operator rotation was working well. Construction had begun on the new laboratory with rough framing completed. Overall production was good with the water quality reported as excellent. Adams Pond was full to the bottom of the overflow weir (100% of winter level).
7. The manager reported on **Distribution Division** activities. The shelving for the meters was in process and the new valve exerciser had arrived. The manager reported that the crew had received training on the proper use and technique of the new piece of equipment.

8. The manager next updated the board as to the status of the **Southport Water System/BRWD Amalgamation**. The manager had met with Representative Bruce MacDonald the previous day and that all was good for the meeting with the Maine Legislative Council that would take place 26 January 2012. The manager provided the board a listing of the “talking points” he had provided Representative MacDonald. The manager explained that procedurally, Representative MacDonald will be the only person speaking at the committee hearing. The manager concluded his report stating that he was attempting to get on the agenda for the Boothbay and Boothbay Harbor Selectmen with the purpose of securing letters of support for the merger to be used when the bill goes in front of the Energy and Utilities Committee.
9. The manager reported on the status of the **GIS Upgrade**. District personnel had collected several days’ worth of field data on the district equipment without using any labor from Wright-Pierce. The manager presented the board with a cost estimate provided by Mr. Dan Flaig P.E. showing a cost estimate of \$58,000 for the remaining work for the GIS system. The manager stated that the cost estimate was ambiguous and much higher than previously described by Wright-Pierce. The manager alerted the board that he was in the process of coordinating a meeting between himself and Mr. Flaig to reconcile the differences in estimates.
10. The manager had no new news concerning the **SCADA Upgrade**. On 19 January 2012 Dirigo and EII spent the day in the treatment plant with the operators. The focus of that visit was to ascertain the status of the input/outputs (IO) and formulate a configuration for the SCADA system. The cost estimations was reported to be in-line, with the costs for the components that are specified have come down because they are becoming very commonplace in global industry. The manager provided the board with an updated cost estimate for the installation.
11. The manager reminded the board of the Maine Water Utilities Association (MWUA) annual conference, 7 & 8 February 2011.
12. The AM reported that the website was coming along and would be complete and operational within the month.
13. The manager reported that he had begun the advertising process for the final position for utilities technician. The closing date was reported to be 27 January 2012.
14. The meeting was adjourned at 1933 hr.  
*Trustee Reed motioned, Trustee MacPhee second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager