

27 March 2007

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 13 MARCH 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee Curtis (Treasurer) (*per telecom*); Trustee Marston, Jon Ziegler, Manager. Guest: Clayton Pottle, Pottle Realty Group. Absent: Trustee MacPhee, (Vice Chair), A Trustee Carter (Clerk), Administrative Manager (AM) Bob Raudenbush.

1. The minutes of the 27 February 2007 trustees meeting were approved.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
2. Warrants 13, 14 & 15 were approved.  
*Trustee Marston motioned, Trustee Curtis second, vote: unanimous*
3. The board voted to go into executive session at 1402 hr. to discuss legal matters.  
*Trustee Marston motioned, Trustee Curtis second, vote: unanimous*
4. The board came out of executive session at 1412 hr.
5. The manager reported the bids for the new replacement vehicles had been reviewed and found to be correct. The board voted to award both trucks #1 and #2 to Strong's Auto of Boothbay for the sum of Truck 1, \$19,740.00 & Truck 2 \$20,290.00 respectively.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
6. The manager reported on the personnel readiness in the administrative section. He reported the Customer Service Representative would be leaving for two weeks beginning 16 March 2007. In her stead a utilities technician had been cross-trained to meet the minimum functions of her position. In addition the manager reported the AM was on very limited duty but felt confident most of the minimum duties would be completed. The manager concluded that as of 2 April 2007 the outlook would improve greatly.
7. The manager reported the Maine legislature, through the Natural Resources Committee will be hearing the proposed language presented by the DEP of the new Chapter 587, *In-stream Flow and water Level Standards*. The manager reported the Maine Water Utilities Association (MWUA) was working on amendments to the proposed language to make the rule workable especially to those systems that have no chance of complying (i.e. Boothbay). The date for the hearing was reported to be 22 March 2007.
8. The manager reported the engineering efforts for Reed Rd were in process with Dirigo Engineering. No date for completion of the proposed upgrades was scheduled at the time.
9. The manager reported the AM had begun to arrange training for GIS/CAD for district personnel. The manager had no specific course information and dates. Field work was reported to be on-going for field location of hydrants and other infrastructure.

10. The manager reported on 27 February 2007 the Boothbay Harbor Sewer District superintendent and he met with the town of Boothbay By-Laws Committee, concerning amending the road opening permit policy. The committee had many questions and seemed poised to do something favorable for the utilities. The committee met again to discuss this topic on 5 March 2007 which for whatever reason the BHSD superintendent and he missed. At this meeting, it was relayed from the Boothbay town manager the committee voted to maintain the status quo. The manager told the board the town manager informed the district it could reopen the discussion with the town after a minimum of a year passes. The manager inquired he should raise the issue with the district's attorney. The board thought this was not appropriate at this time, but did raise there disappointment with the town of Boothbay.
11. The manager next reported on the fuel depot renegotiation efforts. On 1 March 2007 he met with all of the parties involved with the Boothbay Fuel Depot. The consensus was the surcharge was unfair and an annual payment based on cost and usage be put together for a one-time, budgeted payment. Management of the depot was to be left in the hands of the town of Boothbay. The manager informed the board the town of Boothbay would hold further meetings pertaining to this effort.
12. The manager reported the Adams Pond Road Culver Replacement Project had been bid and Dirigo Engineering had met with the town to discuss the project. Dirigo reported the selectmen were less than enthusiastic with the current bid prices and seemed not fully w\aware of the scope. Dirigo stated the town was looking at a redesign of the project. The board instructed the manager to inquire how this project got to this situation.
13. The manager reported the employees had received the majority of their safety training for 2007.
14. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Sunset Acres – No change in status

Dora Highlands– No change in status.

Boothbay Country Club – The manager reported he had been contacted by Harry Crooker Construction to complete the project. The manager reported Mr. George Whitten had registered his disapproval with the manager's performance concerning the main approval process.

15. The manager updated the board on the staffing status of the district. It was reported the AM was out indefinitely with a back injury limiting the district's financial capabilities. The manager informed he had begun cross-training personnel to handle office duties. The board was made aware the Customer Service Representative (CSR) would be gone 19 March 2007 through 30 March 2007. Trustee Pinkham informed the manager that he would assume all check signing duties for the interim as long as the manager took over check writing responsibility. The board requested a status report be provided periodically informing them of staffing levels.
16. The meeting was adjourned at 1455 hr.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler, Manager