

22 January 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 8 JANUARY 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Carter (Clerk), Trustee Curtis (Treasurer) (per telecom), Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM) Guest: Mr. Stanley "Swing" Lewis, Mr. Arthur Richardson & Mr. John "Jolly" Arsenault, Boothbay Cemetery District. Absent: Trustee Marston.

1. The minutes of the 27 December 2007 trustees meeting were approved.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
2. Warrants 1 & 2 were approved.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
3. The manager introduced the district's newest employee, Adam Macy, to the board of trustees and briefly explained the trustee's role and how it related to the workings of the district. Adam was officially welcomed into the organization.
4. Trustee Pinkham recognized the Mr. Lewis, Mr. Richardson and Mr. Arsenault from the Boothbay Cemetery District. The cemetery contingent was present to seek relief from a \$1,200 +/- water bill from the 2007 season at the Green Lawn cemetery as a result of a leak. The board reiterated to the cemetery contingent that the district could not forgive the bill but would set up a favorable payment arrangement that would fit the cemetery districts' budget constraints. Trustee MacPhee asked the manager to explain a proposal to help conserve water at the cemetery. The manager stated that because of the governmental nature of the cemetery district and the need for water, the district would, with the board of trustees approval, replace the leaking main and appurtenances at the cemetery as part of the districts water conservation program. The cemetery contingent thought this to be a favorable solution but would have to take it to their board on 30 January 2008. Trustee Pinkham instructed the manager and distribution foreman to be present at the cemetery district meeting to answer all questions and clarify the scope of work. The board of trustees approved the managers' proposal.
Trustee Carter motioned, Trustee MacPhee second, vote: unanimous
5. The manager reported water treatment filter #1 had been taken out of service and mid-level maintenance had begun. In addition the manager reported a third treatment plant operator had been detailed into the plant to assist with the overhaul work.
6. The manager reported the generator and all supporting equipment were installed with the exception of the air intake shroud. The remaining work is scheduled to be completed within a week along with delivery of propane and operational testing.
7. The manager had nothing new to report concerning the East Boothbay Standpipe Demolition project.

8. The next order of business was discussion of the Sea Street community development block grant (CDBG). The manager reported the letter of intent (LOI) had been submitted to the state for consideration on-time.
9. The manager had nothing new to report on current and pending subdivisions.
10. The manager reported the district was at 100% water supply and the raw water quality was exceptionally good.
11. The manager reported that on 7 January 2008 the treatment staff with the superintendent and chief treatment plant operator for the Bath Water District and began formalizing a working partnership between both districts to assist each other in treatment plant operations. The manager reported to the board that this effort was an efficient way of building redundancy because the two plants are so similar. It was reported the operators will be meeting regularly monthly.
12. The board voted to go into executive session pursuant to 1 MRSA §405 (6) (D) at 1436 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
13. The board came out of executive session at 1447 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
14. The meeting was adjourned at 1454 hr
Trustee MacPhee motioned, Trustee Carter, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegra,
Manager