

11 January 2011

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 28 DECEMBER 2010**

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

1. The minutes of the 14 December 2010 trustees meeting were approved with revisions
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 73, 74 & 75 were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
3. The manager reported that the project was quiet for the Christmas holidays. He went on to explain that he had received reports that the insurance adjuster were making the rounds in East Boothbay but so far there had been no official word one way or the other. The manager informed the board that he had received unverified reports that all of Whorff Construction assets were due to be auctioned, including personal property.
4. The manager reported the Commercial Street project continued to go reasonably smooth. The next construction meeting and pay dispersal was scheduled for 5 January 2010 at 1400 hr. at the district office and requested either trustee Pinkham or Marston be present to sign the pay request. The manager provided the board the following report provided by Mr. Allen Knowles, Dirigo Engineering, On-Site Inspector :

The following list is a summary of work done to date.

- *The new main in Section 2 has passed all testing.*
 - *All customer water services that were on temporary overland water are connected to the new main in section 2 (Tugboat to Boothbay House Hill).*
 - *There are eight services left to connect to the new main to complete the first two sections, three of the eight are for future use.*
 - *Temporary services for Section 2 have been disconnected and removed (Tugboat to Boothbay House Hill). There is a section of 4" temp that is disconnected but is still buried in the edge of the road at Tugboat.*
5. The manger reported no change in status with the Bigelow Laboratories project in East Boothbay.
 6. The AM reported that work was ongoing on the upcoming rate case and that he and the manager had conference with Raftelis on two occasions working through assumptions and correcting financial numbers, The manager stated that he believed the rate increase would be lower than he had anticipated and stated he was encouraged with the effort thus far.]
 7. The AM reported that it looked as if the district would end the year approximately 2% in revenue greater than expected with expenses coming in approximately 13% below budget.

8. The manager reported no injuries or safety concerns for the previous period.
9. The manager relayed the treatment plant output was reduced with winter maintenance (scraping and painting) due to begin the following week.
10. Distribution division activities were next discussed. The manager stated that the crew was in “winter mode” and responded successfully to a recent winter storm. The 2011 meter maintenance cycle had begun.
11. The manager reported that he was working on the Southport proposal.
12. The manager informed the board that on 22 December 2010, he met with the new Boothbay town manager, Jim Chaousis and discussed the vacant assistant code enforcement officer (ACEO) position traditionally half-funded by the district. The manager stated that Mr. Chaousis had indicated at that meeting, to date, the district had not received the value it should have. However, he did indicate that there was a need and that he was working on some creative ideas. He relayed the board of selectmen’s wish to meet board to board with the trustees. The manager received open dates from the trustees for a workshop and was instructed to schedule such a meeting. The manager reported that he had told the town manager the ACEO position was not funded in the proposed 2011 budget.
13. The manager had nothing new to report concerning the district property located between Farrin and Mitchell. The manager did acknowledge that he had relayed the request from the previous meeting concerning the liability question but had not heard back from the attorney.
14. The board scheduled a workshop to reconcile comments for the Boothbay Region Water District 2011 Budget for 3 January 2011 at 1900 hrs.
15. The manager reported that he was working on the 2010 Knickerbocker Lake NRPA Report and would have it submitted to the Maine Department of Environmental Protection on 30 December 2010. He stated he was very pleased with the data gathered and credited the treatment staff for a job well done.
16. The board went into executive session pursuant to 1MRSA §405(6) (D) & 1MRSA §405(6) (A) at 1935 hr and shortly thereafter dismissed the AM for the evening.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
17. The board came out of executive session 2034 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
18. The board voted to adopt the proposed contract as negotiated with Teamsters Local #314 for the term of 1 January 2011 through 31 December 2013.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
19. The meeting was adjourned at 2035 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager