

22 May 2007

MEMORANDUM

From: Manager
To: Board of Trustees

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

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston, Trustee Curtis (Treasurer), Jon Ziegler, Manager, Administrative Manager (AM) Bob Raudenbush. Guest: None. Absent: Trustee Carter (Clerk).

1. The manager reported he had received confirmation from the town offices of Boothbay and Boothbay Harbor confirming Trustee Pinkham (Boothbay Harbor) and Trustee MacPhee (Boothbay) had been re-elected trustees of the Boothbay Region Water District for terms expiring May, 2010.

2. The board voted the following officers for the term expiring May 2008:

Chairman – Harry Pinkham, Boothbay Harbor
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

Vice Chairman – Bernard “Skip” MacPhee, Boothbay
Trustee Curtis motioned, Trustee Marston second, vote: unanimous

Clerk – Mark Carter, Boothbay
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

Treasurer – Lew Curtis, Boothbay Harbor
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

3. The minutes of the 24 April 2007 trustees meeting were approved.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
4. The board voted to go into executive session to discuss personnel matters at 1410 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
5. The board came out of executive session at 1421 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
6. Warrants 25, 26 & 27 were approved.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
7. The manager informed the board the plans for the Reed Road Loop are nearing completion. The manager stated he would like the option of letting this work, at the discretion of the board, while the construction market in Maine remained depressed. The manager went on to report historically low installation costs adjusted for inflation. The board requested the manager to keep them informed as to the status of this effort.

8. The manager reminded the board the start-up of the Knickerbocker Intake was scheduled for 15 May 2007. The manager was asked to give a full report on the start-up at the 22 May 2007 trustees meeting.
9. The manager reported the Route 27 Water and Sewer Main Extension project had been rejected by the towns of Boothbay and Boothbay Harbor. The manager presented a ballot question the board of selectmen for the town of Boothbay would consider 14 May 2007 to be presented at the 12 June 2007 special town meeting for consideration. The manager went on to relate a conversation he had with the Boothbay town manager relaying his thoughts to “go back to square one” and see if the town is interested in the first place. If so, the manager added, then the town would re-work the funding mechanism.
10. The manager reported Mr. Dave Libby had provided the district for his services which he had agreed to in principal. The manager reported he was awaiting word from Mr. Libby and Verizon.
11. The manager reported he would be meeting with Ms. Mary Bowers, Great Salt Bay Sanitation District and Mr. Trevor Hunt, Bath Water District to discuss water resource issues in the mid-coast area specifically related to the Maine Department of Environmental Protection (DEP) Chapter 587 flow control rules. The manager stated that it was his intent the mid-coast utilities show a unified front with the DEP and not allow arbitrary and capricious restrictions. The board asked the manager to report on this effort at the next meeting.
12. The AM reported on the status of the GIS system. He reported some training had been completed and he had enrolled himself and district personnel are limited web-based training. Meetings with the contractor were reported going well and the project was moving forward.
13. The AM provided a preliminary status report on the budget. It was reported expenses and revenue were in-line with the budget and he saw no abnormalities.
14. The manager reported no change in status with road openings in the town of Boothbay.
15. The manager reported he had received word from the town manager of Boothbay that now that the Adams Pond Road culvert replacement was eligible for Federal Emergency Management Agency (FEMA) funding due to the sustained damage it received in the Patriots Day storm, the project would now move forward as originally planned.
16. The manager reported seasonal service for the entire district was completed 30 April 2007. The manager went on to inform the trustees the Barters Island River Crossing had been damaged/destroyed as a result of the Patriots Day storm and was temporarily replaced 26 April 2007. The manager praised the distribution foremen for coordinating and completing a notable repair. As per Trustee Pinkham, the manager completed the required FEMA reports for reimbursement for a portion of this \$11,000.00 repair.
17. 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 the he, per authority of the board of trustees, at 0930 hr. on 4 May 2007 he accepted the water main for the Country Club project adding 5,400 feet of water main to the district’s inventory and officially closed this project.

18. The manager recommended the approval of a request to consolidate meters at the Spruce Point Inn eliminating a 5/8” meter at the Farr Cottage. The board approved the request.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
19. The board approved a request for the Spruce Point Inn to remain in seasonal service until 30 October 2007 noting that any damage inflicted to district property fulfilling this request would be reimbursed to the district by Spruce Point Inn.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
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21. The meeting was adjourned at 1455 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager

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