

12 February 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 22 JANUARY 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM) Guest: Mr. Geoff Smith, Assistant Code Enforcement Officer, Town of Boothbay. Absent: Trustee Carter (Clerk), Trustee Curtis (Treasurer).

1. The minutes of the 8 January 2008 trustees meeting were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
2. Warrants 3, 4 & 5 were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
3. Trustee Pinkham recognized Mr. Smith who provided the board with a written report on the activities in the Knickerbocker Lake and Adams Pond watersheds for the previous month. Overall construction activity was very light. The board discussed vehicles and access on Knickerbocker Lake. Mr. Smith said he would look into it and ensure no local ordinances or state laws were being violated by this activity.
4. The manager reported the overhaul of treatment filter #1 was complete and treatment filter # 2 was being taken out of service that day. The manger asked the board to tour the work zone after the meeting to inspect the progress of the treatment plant maintenance (note: the board toured the treatment plant upon conclusion of the meeting)
5. The AM reported the GIS system data entry was moving ahead with several completed "layers" sent to SGC Engineering for digitizing. The process of gathering field information has slowed due to manpower constraints. However steady progress is being made. The Am went on to alert the board that the new billing software was nearing readiness to import GIS as part of day-to-day operations.
6. The AM reported on the year end budget which overall ended well into the black. He advised the board that he and staff were preparing for the annual audit by Runyon, Kersteen & Ouellette CPA which was scheduled to begin 19 February 2008. The AM alerted the board that as part of new Government Accounting Standards Bureau (GASB) requirements, in addition to detailed interviews with the manager, detailing accounting practices and suspicion of fraud, a trustee will have to undergo the same test. The AM promised more information once it was made available.

7. The manager reported the intake shroud for the Knickerbocker Lake Intake Generator project had been completed. Start up and testing was scheduled to take place at 0800 hr. 25 January 2007. The manger reported that all seemed to be going well.
8. The manager reported no new news concerning the East Boothbay Standpipe demolition project.
9. The manager reported on the Sea Street community development block grant (CDBG) currently being applied for. The manager reported the Boothbay Harbor Shipyard is extremely nervous about the “claw back” agreement with the town of Boothbay. The manager reported that he had received a call earlier in the morning stating the shipyard had pulled out, but were willing to discuss the situation 23 January 2008 with the town manager of Boothbay Harbor and the manager. The manager informed the board that he was now taking a more “hands on” approach on maneuvering the various parties to the point of submitting the grant application. The board instructed the manager to keep them informed as to the progress of this project.
10. The manager reported he had been contacted by various lending institutions concerning the High Ledge Subdivision located in Boothbay Harbor. The manager reported these conversations revolved around the installation of the water system and its requirements as set forth by the trustees and the Boothbay Harbor planning board. The manager reported that in public he had reaffirmed the district’s position the existing water main was not accepted.
11. The manager informed the board that the water supply was currently as full as allowable for the time of year with the pH low. The manager explained that this was causing a slight problem in establishing water stability as it relates to alkalinity but very achievable. Overall the finish water quality was reported to e excellent.
12. The manager informed the board that the operators of Bath Water District and the district’s operators continued to meet. As a result of the meetings there is renewed emphasis on making the two treatment plants more compatible as in mirroring each others treatment processes and programming. The manager reported he is meeting with the superintendent of BWD prior to the 2009 planned upgrades.
13. The manager reported the Boothbay Girl Scouts would be touring the facility on 25 January 2005.
14. The board voted to go into executive session pursuant to 1 MRSA §405 (6) (B) & (D) at 1449 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
15. The board came out of executive session at 1514 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
16. The board voted to instruct the manager to have Attorney Geoff Hole present the proposal discussed in executive session to Attorney Rich Elliot.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
17. The meeting was adjourned at 1519 hr
Trustee MacPhee motioned, Trustee Marston, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra,
Manager