

8 May 2012

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 24 APRIL 2012**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee Marston, At-Large, (Treasurer); Trustee MacPhee, Boothbay, (Vice Chair); Trustee Reed, Boothbay Harbor. Guest: Mr. Clarence "Scott" Campbell, Boothbay, Boothbay Harbor & Southport Emergency Management Coordinator. Absent: Trustee Carter, Boothbay, (Clerk); Jon Ziegler, Manager; Bob Raudenbush, Administrative Manager (AM).

1. The minutes of the 10 April 2012 trustees meeting were approved.  
*Trustee Marston motioned, Trustee Reed second, vote: unanimous*
2. Warrants 21, 22 & 23 were approved.  
*Trustee Reed motioned, Trustee MacPhee second, vote: unanimous*
3. Trustee Pinkham acknowledged the manager was not present due to a family emergency out-of-state and proceeded with the meeting.
4. Trustee Pinkham recognized Mr. Campbell and a discussion revolving around the transfer of the **Emergency Operations Center (EOC)** to district property ensued. Trustee's Marston and MacPhee raised concerns over on-site security. Early on the board rejected a plan for housing the EOC at the treatment plant stating that proposal was off of the table. Mr. Campbell and the board discussed security issues at the administration building but did not rule out its use as the EOC. The board instructed Mr. Campbell to prepare a report, specifically addressing the boards manning, security and accessibility concerns before any further action would be taken.
5. The board briefly discussed a request submitted by the town manager of Boothbay concerning the **Watershed Protection Ordinance** implementation and compared it to comments left by the manager. Trustee MacPhee motioned to table further discussion on this matter until such time as the manger and the town manager meet and resolve issues into a coordinated proposal.
6. The board tabled discussion on the remaining matters until the 8 May 2012 trustee meeting at which time the board would have the opportunity to question the manager.
7. The meeting was adjourned at 1934 hr.  
*Trustee Reed motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,  
Jonathan E. Ziegler  
Manager