

27 December 2007

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 11 DECEMBER 2007**

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

1. The minutes of the 27 November 2007 trustees meeting were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 70, 71 & 72 were approved.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
3. Trustee Pinkham requested information from the manager regarding the winter maintenance cycle for the treatment plant. The manager reported the listing provided to the board in November of winter maintenance of the plant would begin shortly after the New Year. The manager reported he was providing treatment staff with another Class IV operator, Dan Giles, for a 60-day detail effective 1 January 2008 for training and labor purposes. Trustee Curtis advised the manager to review upgrades over the upcoming year because of the age of the plant and component wear.
4. The manager reported that the district had been in error for a pay requisition 1 by Jordan construction. The district error in measurement was confirmed in the yardage submitted by Aldan Jordan. It was determined the district owed Jordan Construction \$3,119.50 under the terms of the contract and a check was reported to have been immediately sent. The manager reported this project was now considered complete.
5. The manager reported that on 29 November 2007 Express Electric visited the district. The generator was reported to have been delivered to T. Buck who is Express Electric's construction sub-contractor. The propane contractor has been notified and delivery of the system was scheduled during the week of 17 December 2007. The manager reported the district had not completed an air test on the Knickerbocker effluent valve as of yet. The manager told the board this would be completed as soon as possible.
6. The manager reported nothing new with the East Boothbay Standpipe demolition.
7. The manager reported Ms. Amy Winston was looking for the district to commit to matching the grant for the Sea Street Community Development Block Grant (CDBG) with a state revolving fund (SRF) loan equaling a payment of \$10,029.70 per year. The manager went on to report the district was on the SRF priority list. Dirigo Engineering provided a cost estimate totaling the district's portion to equal \$164,000.00 and if picked up under the SRF it would be a 2.0% loan for 40-years. The manager informed the board he was having the AM analyze the current debt load to see if the district can absorb this under the current rate

structure. The board approved the district committing the matching funds for the Sea Street CDBG contingent upon SRF funding.

Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous

8. The manager reported that on 3 December 2007 Mr. Harry Kelly (Mt. Dora Estates) and his realtor met with the AM and him at the district office. At that time Mr. Kelly was presented with a final punch list for the Phase I of the development which included, a perpetual easement, painting of hydrants, some minor valve repair, payment of an outstanding balance and as-built drawings in both paper and electronic format. The manager then went on to inform the board that he had later had a discussion with Mr. Jeff Preble P.E. Wright-Pierce Engineering, who is working for Dora Highlands, who will be presenting the district with a design plan for the Phase II of Dora Highlands. The manager restated to the district's requirements that the board of trustees must approve any future plans which is concurrent with planning board requirements. Mr. Preble informed the district that he would need a letter that the district could serve the phase II development. The manager informed the board that he had told Mr. Preble he would concentrate on phase II once phase District requirements were completed.
9. The manager reported he was working on the Boothbay Region Water District 2008 Budget and would deliver a draft to the trustees prior to the next trustee meeting for their review. Trustee Pinkham instructed the manager to include discussion on the Budget on the agenda of the next meeting.
10. The manager reported Adams Pond and Knickerbocker Lake both froze over on 2 December 2007 at full capacity. The water quality was reported to be "good".
11. The manager reported the district had been contacted by the producer of "Bet at Six", local public access cable television show, to do an episode showcasing the district. The manager reported this would be filmed in January. The board told the manager to put "his best foot forward" and asked who would be representing the district during the taping. The manager answered he would like himself, the AM, customer service representative, chief treatment plant operator and distribution foreman to be present.
12. The board voted to go into executive session pursuant to 1 MRSA §405 (6) (D) & 1 MRSA §405 (6) (A) at 1423 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
13. The board came out of executive session at 1450 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
14. Trustee Curtis motioned to accept the agreement recently negotiated entitled "Boothbay Region Water District Union Contract January 1, 2008 – December 31, 2010" between the district and Teamsters Local #340.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
15. Trustee MacPhee expressed concern over the next scheduled meeting and proposed it be changed to 27 December 2007. The board approved.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
16. The meeting was adjourned at 1450 hr
Trustee MacPhee motioned, Trustee Marston, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager