

27 December 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 12  
DECEMBER 2006

**MINUTES FOR 12 DECEMBER 2006 TRUSTEE MEETING**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee Curtis (Treasurer), Trustee Carter (Clerk), Trustee Marston , Administrative Manager (AM) Bob Raudenbush. Guest: Ms. Deane Spofford Randlett, Trevett, Maine; Mr. Paul Jarkiewicz, Mt. Dora Subdivision. Absent: Manager Jon "Ziggy" Ziegra.

1. The minutes of the 14 November 2006 trustees meeting were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 67, 68, 69, 70, 71 & 72 were approved.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
3. Chairman Pinkham recognized Mr. Eugene Damon concerning an abatement request for his property located 23-25 Union Street, Boothbay Harbor, Account Number 0500280 for "as much as possible". Mr. Damon explained the building, dual commercial and residential generated a quarterly bill of \$1,933.50 for the third quarter of 2006 due to ten (10) leaking toilets. Mr. Damon explained the toilets had been fixed. After deliberation the board voted to abate one-half of the overage based on an historical usage of the third quarter. The amount abated was \$797.00.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
4. The board considered an abatement request from James J. Micka, 268 Back River Road, Boothbay, Account Number 100175511 for the amount of \$737.61. The overage was caused by a mystery problem. After deliberating on the request the board tabled the request until spring so that Mr. Micka could provide additional information.
5. Trustee Pinkham recognized Mr. Dan Giles, utilities technician, who reported on the year end status of the district's meter testing program. It was reported that 786 meters had been tested with an 11.5% failure rate. He went on to report the district was now in cycle to test every meter on a six (6) year rotation which would include approximately 500 meters tested annually. Discussion about the main causes of failure and testing of large meters lasted some time. Upon conclusion, the board thanked Mr. Giles for his effort.
6. The manager reported change order # 5 had been executed 14 November 2006 and the high power, FCC licensed telemetry was installed shortly thereafter. It was reported partial training was scheduled for 28 November 2006. The treatment plant operators were reported to have a conflict for a short-time that day but the contractor was aware and would adjust times to accommodate the district's schedule.

7. The manager reported to the board the meeting between Trustees Curtis and Pinkham and the town manager of Boothbay, held 28 November 2006 concerning the district's concerns over the operation of the regional fuel depot. The district was concerned about the 5.0% administrative fee tied to the price of gasoline, billing deficiencies & access issues. The town manager also expressed concern over the equity of the administrative fee and said he would be meeting with all parties in January 2007 to revise the agreement. It was reported the district only consumes approximately 8.4% of the total fuel dispersed and is a minor player in the depot's operation. The manager reported the district and the town of Boothbay had resolved the access issue. The town manager also informed the board the billing situation was being resolved with cross-training within the administrative department of the town of Boothbay. The manager advised the board not to leave the fuel depot at this time citing the alternatives did not make it worth any switch; the board agreed with this assessment.
8. The manager reported on a meeting with the Boothbay code enforcement officer (CEO) and trustee's Pinkham and Curtis, held 28 November 2006. The CEO reported to the district she could not justify more than ten-hours per week for the assistant code enforcement officer (ACEO) working within the watershed. She went on to report the town was cutting the hours to twenty per week until further notice. The district concurred.
9. The manager reported to the board that he had been requested to attend a meeting with the Maine Rural Water Association and Maine Water Utilities Association regarding a unified response to the sustainable water use rule passed provisionally by the Maine Board of Environmental Protection. It was reported the district had been requested to assess the possible costs that may be incurred to the district if the rule is made final by the Maine Legislature. The manager informed the board that there was no defined set of criteria the district would have to follow in order to "be in compliance" and that "compliance" was not defined. Therefore district had no choice but to assume the worst case scenario which would be either desalinization or connection to the Bath Water District.
10. The AM reported the sewer district and the district had agreed on a geographical information system (GIS) contractor and would be ordering the beginning of the construction process in January 2007. The contractor selected was SGC Engineering. A funding proposal was to be included in the draft 2007 Budget.
11. The AM reported the district had selected MUNIS Software for the district's billing/jobbing software upgrade. The AM reported the current software would no longer be serviced as of September 2007 because it was so antiquated in nature. A funding proposal was to be included in the draft 2007 Budget.
12. The manager reported the district had met with Dirigo Engineering concerning the Reed Road and West Harbor Standpipe upgrades. A proposal for approaches and cost estimates was reported to be delivered to the board by 9 January 2007.
13. The manager reported he was still waiting for the forestry management plan. He reported the field work had been completed.
14. The manager reported there was no further contact with Lincoln County regarding a possible memorandum of understanding (MOU) for emergency response in the event of an accidental chlorine release. The manager reported he would inquire as to the status of this effort.

15. The manager updated the board that as directed, he had signed a letter of intent with Cross River Property to begin negotiations on the land for three house subdivision behind the Coburn House upon the sale of the 11 Storage Road property.
16. The AM and manager reported they had been working on the draft 2007 budget and would be distributing a copy to the trustees along with the revised priority list. The trustees hoped that they would be able to act on the budget prior top the end of the year.
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 – No change in status

18. The trustees reviewed tentatively a draft priority list for 2007. The manger was instructed to include this list with the draft 2007 budget.
19. The manger reported the district received a compliance sanitary survey by the Maine Department of Health and Human Services, Drinking Water Program. The manager reported the district received no indication of any major deficiencies and was awaiting the report.
20. The board went into executive session at 1514 hr. to discuss real estate matters.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
21. The board came out of executive session at 1518 hr.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
22. The board approved Christmas Bonus for the staff at the previous year's level. The board instructed the manager to inform the union that this was not to be construed as a past practice and was purely at the discretion of the trustees.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
23. The meeting was adjourned at 1524 hr.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,  
Jonathan E. Ziegler  
Manager