

23 October 2007

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 9 OCTOBER 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegler, Manager, Administrative Manager (AM) Bob Raudenbush. Guest: Aldan "Swede" Wedberg, United States Department of Agriculture, Rural Development; Ms. Jeanne Tonan, Boothbay Ice Rink Committee; Ms. Lisa Kristoff, Boothbay Register. Absent: Trustee Carter (Clerk).

1. The minutes of the 25 September 2007 trustees meeting were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 57, 58 & 59 were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
3. Trustee Pinkham recognized the Mr. Wedberg who presented the board with some funding documents that were errantly not signed concerning the construction of the Knickerbocker Lake Intake. The documents were reviewed by the board and trustee Pinkham signed them.
4. The board listed to a report presented by Ms. Jeanne Tonan, concerning the proposed ice rink at Clifford Park in Boothbay. Ms Tonan showed the board illustrations of the proposed project and described the intent and status of fundraising efforts. The board offered no endorsement of, or opposition to, the project but did alert Ms. Tonan that due to the location of the proposed project (i.e. Knickerbocker Lake watershed) the district would take a "hard review" of the project once presented to the Boothbay planning board. The board did tell Ms. Tonan storm water management issues and on-site petroleum and chemical storage would be of key concern. No timetable was presented in that the plan was still conceptual. Discussion on whether the district could provide water was brief and it was determined with a main extension this could be easily accomplished and that the town of Boothbay held a 50 foot easement on Back River Road making the extension not in the paved way very possible.
5. The manager reported a November installation of the Knickerbocker Lake Intake generator was still planned and on schedule.
6. The manager reported that on 1 October 2007 he had received word from Wright-Pierce the valve contractor, DeZurick, would be in New England that week but would be doubtful if they could get here. The manager reported Jeff Preble had given him the telephone number of the representative that the manager reported he would be soon calling. The manager informed the board that he was displeased with the performance of Wright-Pierce Engineering in completing this task.
7. The manager reported the Reed Road project was behind schedule. The manager went on to alert the board that Jordan Construction was scheduled to make the final fuse on the mainline that day. Remaining items included disinfection and tapping six services and road reconstruction to be handled by the Boothbay Harbor public works department.

8. The manager reported nothing new concerning the Adams Pond Road opening and paving operations. The manger reported that improper signage was causing problems with inordinate amount of traffic turning around on district property and problems with chemical and supply deliveries. Later in the meeting trustee Marston noticed paving machines mobilizing at the Adams Pond Road culvert.
9. The manager reported nothing new on the East Boothbay Standpipe demolition. The manager reported he had yet to talk to Mr. Dan Alley, adjacent land owner, concerning the district's plans.
10. There were no new developments concerning the Verizon contract.
11. The manger reported the next meeting concerning the Sea Street community development block grant (CDBG) application was on for 25 October 2007 at 1300 at the Boothbay Harbor Town Hall. As reconfirmed town of Boothbay Harbor, Boothbay Harbor Sewer District, Boothbay Harbor Boatyard, Lincoln County Community Development, state and district personnel will be in attendance and the grant application preliminaries will be addressed at that time.
12. The manager reported the Knickerbocker Intake sign was being completed by John Marsh Signs that week.
13. The manager reported it appeared Gardiner Savings Bank repossessed High Ledge subdivision from the current owner. The manager reported he had had third party contact with the bank that was of the understanding that all that this project only requires a 500 foot main extension and one fire hydrant. The manager reminded the board that was not what was approved; both the Boothbay Harbor Planning Board and the district. The approved plan included looping of the water main through the project and all of the properties being serviced with two fire hydrants installed. The manager reported he would contact the code enforcement officer to alert him of the district's conditions as they pertained to this approved subdivision.
14. The AM reported the budget was appeared to be in good shape. Expenses were running at 90.86% of projected while income was at 105.8%. The AM reminded the board that the district was involved in a major construction project and some year end bond payments would be made in November. However on the income side the AM reported seasonal overage was yet to be billed and the 2007 season looked strong in sales. Overall the board agreed the cash flow for the district at this time appeared to be solid.
15. The board accepted the 2008 priority list with revisions. A copy of this list was provided to the *Boothbay Register* for publication and comment.
16. The board voted to go into executive session pursuant to 1 M.R.S.A. § 405(6) (A) at 1455 hr. *Trustee Marston motioned, Trustee Curtis, vote: unanimous*
17. The board came out of executive session at 1510 hr. *Trustee MacPhee motioned, Trustee Marston, vote: unanimous*
18. The meeting was adjourned at 1505 hr. *Trustee Curtis motioned, Trustee Marston, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager