



**Haines Borough Administration**  
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# Report

**November 3, 2009**

## Special Meeting

- A. Resolution 09-11-176 - A resolution of the Haines Borough Assembly authorizing application to the Alaska Drinking Water Fund for a \$563,558 loan for replacement of asbestos cement pipe on Oceanview Drive, Willard Avenue and First Avenue - This resolution allows Jila Stuart, our CFO to negotiate the terms of this loan. We are already tardy in the application for this loan due to the recent change of command, so DEC is allowing us some grace to get this document to them. These DEC loans are very low interest loans and a great value to municipalities. I recommend adoption of this resolution.
- B. Ordinance 09-11-219 - An Ordinance of the Haines Borough Assembly authorizing the Chief Fiscal Officer to accept a loan from the Alaska Drinking Water Fund - This is a boiler plate ordinance as required by code for the Borough to accept these loan funds. I recommend passage on first reading and scheduling of the public hearing.
- C. Manager Hiring Process - You will need to consider how you wish to proceed with the review of candidates and selection of the new manager. Do you wish to keep this review within the membership of the Assembly or expand the search committee to include other members of staff and the public? Do you wish to conduct any telephone interviews of candidates prior to short listing and bringing candidates to Haines? What is a rough schedule that you would like to see achieved for the offering of a contract to the preferred candidate?
- D. Executive Session

## Manager's Report

- A. Recommendations Regarding Manager Selection - The incorporation of search committee members from staff and the community has, in my experience, worked well. Community members should be those with some experience on local boards and commissions including previous Assembly or Council members. I believe that we can have a short list of candidates by the November 10 meeting. We could actually do 2 short lists. One would be a list of 5 or six candidates that we would interview by phone to come up with a short short list of 2 or 3 to bring up for personal interviews. AML might have some delaying effect on the interview process, particularly if we want to conduct both telephone and on-site interviews. In any case, I think it is within reason to have selected a preferred candidate and commenced/concluded contract negotiations prior to my departure on December 1.
- B. Harbor Dedication - We will be planning a dedication of the completed Portage Cove Harbor for November 14<sup>th</sup>. Phil Benner will be in town and should be recognized. We will see what Bill Thomas's schedule is for that date as well. It shouldn't be too difficult to come up with some ribbon and a pair of scissors to make this somewhat official.
- C. Other things on the plate - Delta Western Lease, Goat Lake Hydro Lease, Crystal Cathedrals water system acquisition, Pool/Swim Team contract, Assessor hire, Phase II road projects, School construction close-out projects, Energy & Sustainability Coordinator contract, Comprehensive Plan update, Various grant administration issues, Various legal issues, Kathleen Road extension.
- D. Personal Travel - I will be going to Juneau this weekend for my mother's birthday. Ferry schedules are such that I will not be back until after lunch on Monday, the 9<sup>th</sup>.