

25 February 2003

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 11 FEBRUARY 2003

MINUTES FOR 11 FEBRUARY 2003 BOOTHBAY REGION WATER DISTRICT BOARD OF TRUSTEES MEETING

The Board of Trustees convened at 1400 hrs. In attendance: Trustee (Chair) Irving, Trustee Crawford, Trustee Curtis, Trustee Pinkham, Administrative Manager Bob Raudenbush and Manager Jon "Ziggy" Ziegra. Guests: Mr. John Van Orsdell, Knickerbocker Lake Association; Mr. John Anderson, Town Manager, Boothbay; Mr. Matthew Carter, Boothbay Harbor Absent: Trustee (Vice Chair) McNelis

1. Trustee Irving called the meeting to order at 1400 hr.
2. Acceptance for the minutes of the 28 January 2002 meeting was approved with the change adding *Mr. Chetley Rittal, Boothbay* as a guest.
Trustee Curtis motioned, Trustee Pinkham second, vote: unanimous
3. The Board approved all warrants.
Trustee Curtis motioned, Trustee Pinkham second, vote: unanimous
4. Trustee Irving tabled any discussion of land acquisition until an Executive Session.
5. The Board recognized Mr. Matthew Carter, Boothbay Harbor, for the purpose of bringing a dispute to the Board for a jobbing bill he had received from the District for \$1,002.00 for services rendered in supporting a sewer freeze in one of his service lines and establishing a new service for a newly built garage. Trustee Crawford abstained himself from this matter, because of a personal relationship with Mr. Carter's father. Mr. Carter presented his case. Trustee Irving asked the Manager to explain the bill, which he did. After a great deal of discussion Trustee Curtis motioned to uphold the bill as being fair and correct, making Mr. Carter responsible for the entire \$1,002.00 total.
Trustee Curtis motioned, Trustee Pinkham second, vote: for-Trustee Curtis, Trustee Pinkham, Trustee Irving: against-0; abstain- Trustee Crawford
6. Trustee Irving excused himself from the meeting and appointed Trustee Pinkham chairman.
7. The Board recognized Mr. John Anderson, Town Manager, Boothbay who reported that he and the Board of Selectman had met with representatives of the Knox/Lincoln Soil and Water Conservation Agency to discuss the disposition of the 319 Grant secured for the Town of Boothbay by the District. He reported that the Board of Selectmen is very supportive of this project and is anxious to move on it. He also offered a suggestion of closing a portion of Adams Pond road to aid in preserving water quality of the pond. He stated that he had "floated" the idea to the Board of Selectmen and they were supportive. He stated that the Board of Selectmen would further research the idea and make a recommendation for the May town meeting.
8. Trustee Pinkham announced the necessity for an Executive Session. Before calling for the Executive Session he asked Mr. Van Orsdell if he had any areas of concern that needed to be covered. Mr. Van Orsdell said he did not, thanked the Board, and departed.
9. The Board went into Executive Session at 1508 hr. to discuss a legal matter.
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous

10. The Board came out of Executive Session at 1520 hr.
11. Trustee Pinkham requested the Manager to report on unauthorized use by what appears to be adjacent landowners, over land owned by the District on Mt. Pisgah that has resulted in damage to the property. The Manager reported that he had fully researched the deed and found no easements to any third party on the property. Trustee Pinkham sited many ornamental trees donated to the District had been destroyed by this activity as well as damage to District infrastructure. Trustee Curtis sited that this access created a security risk and motioned to close the property to vehicular traffic.
Trustee Curtis motioned, Trustee Cranford second, vote: unanimous
12. The Manager presented a rough draft of a letter requested by the Board to be presented to the Boothbay Board of Selectmen to revise the District's position on watershed protection ordinances. The Board took the letter under advisement and stated that it would be reviewed and modified then prepared for Trustee Irving's signature.
13. The Manager presented a rough draft of a letter to be sent to the Boothbay Planning Board commenting on the proposed housing development, known as Stonewall Acres, adjacent to Adams Pond. Again the Board took the letter to comment and modify before being sent to Trustee Irving for signature.
14. The Board heard a written request by Mr. Bill Spencer, for compensation in installing a required reduced pressure zone device in his home adjacent to the Mt. Pisgah standpipe. He sited, and verified by the Manager, that he had installed the wrong device only on the instruction of the District. Mr. Spencer relayed he had no problem installing the correct device but said he had already paid a plumber once, installing the wrong device, as a result of an error of the District. The Board approved Mr. Spencer pay only the difference of the new device, deducting what had already been spent on his present device, and that the District would pay for the new devices installation by licensed plumber.
Trustee Curtis motioned, Trustee Cranford second, vote: unanimous
15. The Board entertained an abatement request by Mrs. Barbara Bush due to a freeze problem and a miscommunication with her plumber in closing her seasonal residence. She requested a 50% abatement of her bill totaling \$169.00. The Board approved the abatement request on the condition the District send a letter reminding her to advise her plumber of proper shutdown procedures in the future.
Trustee Curtis motioned, Trustee Cranford second, vote: unanimous
16. The Manager provided the Board an update for the fluoridation project currently underway. He reported that he had received the 95% plans, which were under review and comment. He went on to say he would be seeking approval for this project by the Boothbay Planning Board on 18 February 2003. The Administrative Manager reported that he had met with representatives of the First National Bank of Damariscotta to discuss funding this project. A tentative closing date was scheduled for mid April and annual payment for June.
17. The Manager reported that after working with the Public Works Director of Boothbay Harbor, Superintendent of the Boothbay Harbor Sewer District and the Distribution Foreman, a construction specification had been developed for the replacement of the Giles Place water main. Construction was scheduled for the second week in May. The bid specification were distributed to a short list of contractors; Remy Construction, Jordan Construction, Eric Wood Construction with bid openings 11 March 2003.
18. The Manager reported on the status of the Knickerbocker Lake approval currently at the Department of Environmental Protection (DEP). It was reported a letter had been sent to the DEP expressing concern over the latest eleventh hour request for additional information. At this time the District was awaiting an answer.
19. The Administrative Manager (AM) reported on the status of the budget. He reported that annual revenues on a linear progression should be 13% and were actually at 11%, while expenses should be at 13% and are actually at 16%. However it was pointed out to the Board that many of the bulk expenditures are made in

the first quarter and revenues are not linear. It was the AM's recommendation that there was no reason for concern and that compared to previous years, the status appeared normal.

20. The Manager reported the archeological requirement for funding of the Kenniston Hill Standpipe had been met and the District was still waiting funding.
21. The AM reported that the District had disseminated a proposal to many large lending institutions to provide a proposal for managing the Districts contingency funds and consolidation of debt. The District was now awaiting responses.
22. The Manager alerted the Board as to the status of the East Boothbay meter replacement effort currently underway. It was reported that the year round residential and commercial meters in East Boothbay were being upgraded and tested. So far an abnormally high failure rate had been observed and the likelihood of customer complaints to water cost, now that the meters were operating properly, was a possibility.
23. The Manager reported he had received a threat advisory from the Federal Bureau of Investigation (FBI) concerning possible terrorist attacks on public infrastructure. The Manager reported the staff had been advised of this upgrade in threat level and would remain vigilant. In addition, the District requested increased patrols by the Boothbay Harbor Police Department and the Lincoln County Sheriff. Lastly, all equipment of the District remains in lock down.
24. Upon the request of Trustee McNelis the Manager reviewed the procedures for taking of papers for the at-large trustee position. A detailed procedure was presented to the Board, approved by the District's attorney and agreed upon in both Town Hall's
25. The meeting was adjourned at 1614 hr.
Trustee Curtis motioned, Trustee Cranford second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager

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