

12 August 2003

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 12 AUGUST
2003

**MINUTES FOR 12 AUGUST 2003 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES MEETING**

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

1. Trustee Irving called the meeting to order at 1400 hr.
2. The minutes of the 22 July 2003 meeting were approved with minor changes.
Trustee McNelis motioned, Trustee Crawford second, vote: unanimous
3. The Board approved warrants 43, 44, 45, 46 & 46A.
Trustee McNelis motioned, Trustee Crawford second, vote: unanimous
4. Trustee Irving inquired on the status of the Nu-Tek Homes complaint. He reported that shortly after the complaint had been brought to the Board's attention he had contacted the blaster. It was his report; the blaster offered no new significant information but did agree with the Managers account of events. The Manager reported that no contact with Nu-Tek homes had been made since the June 8, 2003 meeting. He went on to report that he had met with his personal attorney who advised him to ignore Nu-Tek Homes request and that was his advice to the Board. Trustee Irving stated "the Board of Trustees for further action of this matter at this time".
5. The Manager reported the acquisition of the Gosselin property was now complete.
6. The Manager reported that he and the Chief Treatment Plant Operator had attended the first Planning Board workshop to consider adding drinking water protection ordinances. The Manager reported the Planning Board did not like the priority list presented by the District and requested a new list be developed and submitted for review. Additionally, the Planning Board was steering away from the development of an overlay zone and would rather find some other mechanism to identify the watershed of Adams Pond and Knickerbocker Lake without adopting new maps. Ms. Jeanne Tonon was recognized and requested the Board of Trustees become more involved in workshop meetings. Trustee Irving stated that it was the Boards feeling that that would be counterproductive because it is the position of the District to be strictly in advisory role and it was up to the Boothbay Board of Selectmen and the Planning Board to take on the responsibility of protecting the drinking water resources of the peninsula.

- Ms. Tonon then proposed the Knickerbocker Lake Association sponsor an informational night to educate the public on why protecting the water resources is important. She requested the District support and provide materials for such an event. The Board of Trustees agreed and committed to supporting this event. Ms. Tonon recognized the Chief Treatment Plant Operator for providing an outstanding water quality presentation at the recent Knickerbocker Lake Association meeting and also thanked the District.
7. The Administrative Manager (AM) provided the Board the budget update. It was reported that expenses and revenue, as plotted linearly should be at 61%. Expenses were reported to be 64% while revenues were at 74%. The AM did not see any problem with the expense situation and attributed the increase in revenue to more accounts, above normal sales, and the Towns of Boothbay and Boothbay Harbor paid the public fire protection fees promptly.
 8. The Manager provided an update on the Kenniston Hill Standpipe/East Boothbay Interconnection project. He reported the following:
 - a. He had recently met with Wright Pierce and selected the tank and tank circulation system to be constructed;
 - b. Attorney Carl "Chip" Griffin had been contacted to begin the land acquisition process with JJR Associates;
 - c. The surveying, including the boundary survey for the land acquisition, was now complete;
 - d. Attorney Geoff Hole was on track for completing the Rural Development package and would be submitting said package promptly;
 - e. The borings for the project were now complete and it appears that there will be "significant" blasting required; and
 - f. The required wetlands survey for the project was now complete yielding very little wetlands found.
 9. The fluoridation project was reported to be on track. The Manager and the AM reported that they had had the first construction meeting on 5 August 2003. The pay request presented by T. Buck Construction was in line to what had been completed. However, the AM expressed concern over the billing of Wright-Pierce, presently accounting for over 40% of the total construction costs. With no prediction of where the engineering costs would land the AM predicted that at current billing rate the engineering costs could put the project over budget by as much as \$20,000. The Board was concerned with the amount expended and instructed the Manager to contact Mr. Rick Davee, Wright Pierce and relay the Boards concerns.
 10. The Manager reported that environmental assessment for the Knickerbocker Lake Intake was nearing completion and would be sent to the Drinking Water Program with a copy sent to Senator Chris Hall. The Manager went on to report that he had developed the Boothbay Region Water District Water Conservation plan and submitted it to the Department of Environmental Protection as a permit requirement. Lastly, it was reported that the District had contracted with Woodlot Alternatives to complete the lake baseline study as required by permit. This study is to be repeated every five years to ascertain what impact, if any, the District's water withdrawal was having on the lake.
 11. It was reported that the District had received permission, via e-mail, from the Town of Boothbay to construct a 100 ft tower at the Adams Pond Treatment Plant to improve

SCADA communications and make it possible to now receive high speed internet. As a contractual agreement CCNet Inc. would be constructing the tower at no cost to the District.

12. The Manager provided the Board with an update of some very fine efforts the crew was involved in. The following actions were recognized:
 - a. Eric Kelley, John Orne, Dan Giles and Dale Harmon did an excellent job on a recent hydrant replacement on Commercial Street Extension including the removal and replanting of three ornamental trees and work in very tight confines;
 - b. Scott Campbell continuing to refine and organize the backflow prevention program where the AM commented the program as compared to other programs in the state is at the “tip of the spear”; and
 - c. Richard Bredeau putting much effort in developing a presentation for the Knickerbocker Lake Association and developing a very intensive sampling program yielding great results.

Trustee Irving suggested that the District have a picnic in September to show appreciation for all employees. The Board took no action on this request.

13. The Manager reported that the water level in Adams Pond was at average. The Board deferred any further water conservation measures to a later time.
14. The AM reported the Town of Boothbay Harbor would be sending a check for \$21,708.30 to the District. This money was the result of the Maine Bond Bank refinancing its debt at substantially lower rates and passing the resultant savings back. The AM asked the Board where this money was to be placed. The Board deferred any action to a later date.
15. The AM reported that he had been in contact with Mr. Gordon Labay to begin a rate analysis for the District to pay for the upcoming debt for infrastructure upgrades. Mr. Labay reported back that it was his suggestion that the District have a 30% increase in January 2004 followed by 14% increase sometime in 2005. The Board requested Mr. Labay come to a future meeting to discuss options.
16. The Manager requested authority to have non-budgeted roadwork completed at the Meadow Brook Wellfield due to its present poor condition. The Board instructed the Manager to receive at least two quotes and authorized him to spend no more than \$4,230.00.
17. The Manager reported that the District was having enforcement issues with the Town of Boothbay. The Manager stated that the Chief Treatment Plant Operator sends him surveillance reports, which the Manager reviews, edits and sends to the CEO. The Manager went on to report that compliance by the Boothbay is very slow, citing a condition at a local church, which is in violation of Maine law and a safety hazard, in which the Town has done nothing about for over 13 weeks. Trustee McNelis stated that he had met with the Town Manager and CEO and they complained that the Managers reports were “picky”. Trustee Irving stated that that statement was not consistent with statements made by the CEO at the 8 July 2003 meeting in which she said she liked the reports and acted on them promptly. Trustee McNelis volunteered to set up a meeting between himself, the Manager, the Town Manager and the CEO to resolve issues and alert the town that the District will take actions to resolve violations of environmental law.

18. The meeting was adjourned at 1517 hr
Trustee Crawford motioned, Trustee McNelis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager