

27 June 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 13 JUNE 2006

**MINUTES FOR 13 JUNE 2006 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES MEETING**

The Board of Trustees convened at 1400 hrs. In attendance Trustee MacPhee (Vice Chair), Trustee Marston, Trustee Curtis (Treasurer), Administrative Manager (AM) Bob Raudenbush and Manager Jon "Ziggy" Ziegler Guest: None. Absent: Trustee Pinkham (Chair), Trustee Carter

1. The minutes of the 23 May 2006 meetings were approved.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. The board approved warrants 28, 29 & 30.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
3. The manager provided the board with a status report on the Knickerbocker Lake Intake project, it was reported the intake main to the pump station had been put into place, properly bedded and pressure tested. The frost wall to the structure was reported poured and the riser piping had been installed. The manager pointed out that weather had played a part in slowing the project, making some days impossible to work. However, T-Buck Construction had been able to install the underground discharge piping with a new mechanical joint installed to the existing raw water main leading to the raw water wet well.

It was reported the tree cutting was 95% complete. The manager reported the district was responsible for replanting 4 to 6 cedar trees to replace ornamentals that needed to be removed from two properties along Back River Road. It was the managers hope that with conversations with Central Maine Power (CMP) the start the three phase expansion would begin the week of 19 June 2006.

The manager advised the board the town of Boothbay had received one complaint in conjunction with the project. It was alleged the district did not have proper erosion control and the road did not meet the standards for camp roads as dictated by the Maine Department of Environmental Protection (DEP). The manager conversed with the Boothbay assistant code enforcement officer (ACEO) about the complaint. The ACEO reported that he had discussed the alleged deficiencies with the complainant and pointed out that he was making daily, unannounced inspections and had only found two deficiencies, in which T-Buck corrected immediately. He went on to further explain that the district had improved the Cozzi portion of the camp road exceeding state guidelines for the road and drainage. In short, the ACEO reported to the manager that the town of Boothbay concluded this was a non-issue.

4. The manager reported Wright-Pierce had begun an intensive survey of the Route 27 corridor to complete the bid packages for the water and sewer main project for the town of Boothbay. No further information was reported available on status.
5. The manager reported he had heard no further response from the Boothbay town manager concerning road opening policy in the town of Boothbay. The manager reported he had talked left repeated telephone and e-mail messages but received no response.
6. The AM reported he was getting a meeting together after the town manager of Boothbay returns from vacation. He reported he had various scenarios worked out for completing this project for the towns of Boothbay Harbor, Boothbay, Boothbay Harbor Sewer District and the district. The AM recommended that any system that is put in would have the server housed in the district offices. It was finally reported that Wright-Pierce would not proceed any further until the four entities got together and paid them approximately \$3,300.00.
7. The manager received the final cut on the Policies and Procedures by the trustees and would have a clean copy forthcoming.
8. The manager reported he had been in contact with Dirigo Engineering. It was reported the survey and hydrologic design had been completed. The manager relayed that two issues had been encountered. The existing town right-of-way is too narrow and the district may have to deed some property to the town to do a proper job and box culvert may not be the best way to go because other low cost alternatives. A meeting with the town of Boothbay, Dirigo and the town of Boothbay was scheduled for 19 June 2006.
9. 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–. On 26 May 2006 the district office was the site of a pre-construction meeting for this project. Representatives from Harry Crooker Construction, N. A. Reny Construction, Town of Boothbay Harbor, Boothbay Harbor Sewer District, Wright Pierce Engineering and Blue Ledge Development were on-hand. It was reported that Magalloway Engineering had been dismissed and Wright-Pierce Engineering has been hired by the developer to design the project. The target for district approval to proceed is 27 June 2006. Outstanding issues from district's perspective included a coherent design, bonding (\$0.5M) and the easement.

High Ledge – On 5 June 2006 the manager was contacted by Rydout Construction informing me that they had resigned as Mr. Neil Ward's excavation contractor. They stated they had resigned because over a financial dispute and that Mr. Ward had asked them to install the remaining water main without telling the district. Mr. C. J. Rydout informed the manager that he did not like this arrangement which led to him pulling out of the project. The trustees informed the manager to consider this project inactive.

Boothbay Country Club– No change in status. .

10. The board disapproved an abatement request made by Mr. James Reeves Sr., 45 Rocky Point Rd., Boothbay, and Account #1002665 for \$364.67. The board did not feel this overage met

the criteria of a financial hardship and could have been corrected easily by Mr. Reeve's caretaker.

Trustee Curtis motioned, Trustee Marston second, vote: unanimous

11. The board of trustees approved a meter downsize for the town of Boothbay Harbor town offices from a 2" meter to a 1" meter at the request of the town of Boothbay Harbor and the endorsement of the manager.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
12. The AM asked the board to endorse an attempt by the District to acquire a property of 4.99 Acres located at 11 Storage Lane, Boothbay, ME. It was reported the property directly abuts the wetlands of Adams Pond to the south. The board approved the AM to proceed with an appraisal and prepare a recommendation for the acquisition by the next meeting.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
13. The manager reported he had met with the Maine Department of Transportation on 23 May 2006 to discuss the construction of the new Knickerkane Bridge. It was reported that the district would be responsible for the design and installation cost for running a permanent main over the new bridge. Design was reported to be slated for 2008 with a 2011 completion date.
14. The manager reported the security upgrade list developed by Trustee Curtis and the distribution and treatment staff was complete. Trustee Curtis instructed the manager to re-read the vulnerability analysis and make sure that the district is complying with its security objectives.
15. The AM asked for the endorsement to prepare a report for the board to upgrade the administrative building security system. Weighing the options and vulnerabilities the board concurred and instructed the AM to proceed. The board also instructed the AM to inquire if any grant money was available from the county/state to help in this effort.
16. The manager reported he was working on a permit by rule with the DEP to remove the impoundments on Meadow Brook adjacent to the Meadow Brook Well field. The manager reported that these structures were a maintenance problem and were unnecessary. The board endorsed this project and asked for periodic status reports.
17. The manager asked the board to accept a bad debt by Ms. Shelby Edwards for the sum of \$399.61 for unpaid water use. The manager reported because timing the debt the district could lien the property. The board rejected the request and informed the manager to proceed with small claims action after consultation with Attorney Geoff Hole Esq.
18. Trustee Curtis reported, as regional emergency management agency representative, he met with the manager, Wiscasset Water District, Great Salt Bay Sanitary District and the Boothbay Harbor Water District to discuss contingency planning in the event of a bird flu pandemic. He reported to the board that there was the potential of losing 40% of the workforce in the event of an outbreak and how that would affect the various critical utilities. Trustee Curtis went on to discuss the conversation that was spawned in that meeting to create the Mid-Coast Utility Coalition. The board endorsed this action.
19. The meeting was adjourned at 1500 hr.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager