

28 February 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 24 JANUARY 2006

**MINUTES FOR 14 FEBRUARY 2006 BOOTHBAY REGION WATER DISTRICT BOARD
OF TRUSTEES MEETING**

The Board of Trustees convened at 1400 hrs. In attendance: Trustee Pinkham (Chair), Trustee McNelis (Clerk), Trustee Carter, Administrative Manager (AM) Bob Raudenbush and Manager Jon "Ziggy" Ziegler. Guest: Ms. Marian Anderson, Code Enforcement Officer, Boothbay; Fire Chief Glen Townsend, Boothbay Harbor; Mr. Marc Brewer, Boothbay Harbor Sewer District. Absent: Trustee MacPhee (Vice Chair), Trustee Curtis (Treasurer).

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 24 January 2006 meeting was approved.
Trustee McNelis motioned, Trustee Carter second, vote: unanimous
3. The board approved warrants 6, 7, 8 & 9.
Trustee Carter motioned, Trustee McNelis second, vote: unanimous
4. Trustee Pinkham opened sealed bids for the 2006 replacement trucks. The bid results were as follows:

<u>Truck 1 -1/2 ton pickup 2WD -</u>	\$12,880	Strong Chevrolet
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<u>Truck 2 - 3/4 ton pickup 4WD -</u>	\$19,880	Strong Chevrolet
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The manager noted the bid specification had been distributed to all car dealers within 15 miles of Boothbay and that it had been written in such a way as not to exclude any dealer from bidding regardless of manufacturer. Trustee Carter noted that these prices were very good and motioned the district accept the bids from Strong Chevrolet.

Trustee Carter motioned, Trustee McNelis second, vote: unanimous

5. The board acted on a request by the Boothbay Harbor Fire Department to have the existing 3/4 ton utility truck "the East Boothbay truck", be donated so that the town of Boothbay Harbor could retrofit it to become a brush truck. Trustee McNelis motioned to donate the truck to the Boothbay Harbor Fire Department for that purpose.

Trustee McNelis motioned, Trustee Carter second, vote: Yea: Carter, McNelis; Abstained: Pinkham

6. Trustee Pinkham recognized Ms. Marian Anderson, code enforcement officer, town of Boothbay. Ms. Anderson was present at the meeting at the request of the board to discuss billing procedures and review the performance and needs of the assistant code enforcement officer (ACEO). Ms. Anderson began by apologizing for the billing error by the town and stated the problem had been corrected. She went on to report that she had re-read the contract with the district and stated the town had not reported to the district as required. She inquired what form the district would prefer. After discussion it was agreed the ACEO would provide a one page synopsis of the previous month's activities along with the monthly bill. Trustee McNelis inquired if there was still a need to expand the hours of the ACEO. Ms. Anderson replied that there were definite seasonal variations in work load with the position and she could not justify it in the winter months. She went on to report she was requesting the town of Boothbay pick-up extra hours for the ACEO so that he would be eligible for insurance and then split the cost with the district. The board thought this was encouraging and would await further word from Ms. Anderson. As per contract the board approved the ACEO position to be funded through 2006.
Trustee McNelis motioned, Trustee Carter second, vote: unanimous
7. The manager reported the Knickerbocker Lake Intake project was still on schedule. A cost estimate by Central Maine Power (CMP) was provided to the board for \$61,922.42 which was approximately \$38,000.00 below estimate. A construction meeting was set for 28 February 2006 to approve the bid estimate and lock in the price.
8. The AM reported the field work for the audit was complete and a preliminary report indicated no major problems with accounting practices with the district. The AM went on to relay the audit was sped up because of new accounting software now in use by the district. There was no indication from the auditor when a final report and presentation would be complete. The AM stated he was requesting the final results "as soon as possible".
9. The manager reported he had made repeated calls to the town manager and had not heard word concerning the Green Landing Road, road opening permit. The board requested the manager keep them informed as to the status of this effort.
10. The manager reported the Maine Water Utilities Association (MWUA) was seeking to introduce legislation in the current session to effectively kill present rule making by the Maine Department of Environmental Protection (DEP) for sustainable water use. It was explained the MWUA bill would exempt current water withdrawals by water utilities and base further expansion on rational science. The board requested to be regularly briefed on this effort.
11. The manager reported a time for the Clarifier #1 overhaul was not set but material was arriving. A target date for mid-March was discussed but was moveable because of the availability of technicians from U.S. Filter.
12. The manager reported he had approved a cost estimate from Clean Harbors Inc. to decontaminate the current sodium hydroxide storage system so that it can be safely and legally removed. It was reported the new tanks had been shipped and would be arriving within the next week. All the contractors were lined up and commencement of the overhaul depended on decontamination of the existing system.
13. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Dora Highlands – No change in status

Sunset Acres – It was reported construction of the sewer and water main had commenced.

High Ledge – No change in status.

Boothbay Country Club – Rough Road construction was reported to be ongoing with an estimated construction start of 30 days.

Gordon Alexander – No change in status.

14. The AM reported the 2006 HAZCOM report was complete and had been dispersed to all local emergency management agencies, fire departments and reported to the state as required.
15. The AM reported the district; the town of Boothbay Harbor and the Boothbay Harbor Sewer District had met with Wright Pierce to discuss completing GIS system. All indications were it was a go with the districts and Wright-Pierce was putting together a cost estimate for constructing the system.
16. Trustee McNelis announced he would not be seeking re-election for his seat as the at-large trustee in the upcoming elections.
17. The meeting was adjourned at 1502.
Trustee Carter motioned, Trustee McNelis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler
Manager