

12 October 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 22 September 2004

**MINUTES FOR 22 SEPTEMBER 2004 BOOTHBAY REGION WATER DISTRICT
BOARD OF TRUSTEES MEETING**

The Board of Trustees convened at 1600 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, Trustee McNelis, Trustee Carter, Administrative Manager (AM) Bob Raudenbush, Manager Jon "Ziggy" Ziegra. Guest: None. Absent: Trustee Curtis.

1. Trustee Pinkham called the meeting to order at 1600 hr.
2. The minutes of the 8 September 2004 meeting were approved.
Trustee McNelis motioned, Trustee MacPhee second, vote: unanimous
3. The Board approved warrants 53, 54 & 55
Trustee McNelis motioned, Trustee MacPhee second, vote: unanimous
4. The AM reported he had been in contact with Mr. Gordon Labay. As a result of this discussion it was learned no petitions against the impending rate increase had been filed with the Public Utilities Commission (PUC) and none were expected. The case was expected to be taken up by the PUC for approval on 7 October 2004 and be effective 1 November 2004. The AM cautioned all in attendance to quote only the "approved rates" for the may be different than those petitioned for.
5. The AM reported the district had been reviewed for workers compensation insurance compliance and found the district would be receiving a 12% reduction in rates for 2005. Trustee Pinkham instructed the manager and AM to share this with the crew along with the trustee's thanks.
6. The manager reported on the progress of the Kenniston Hill Standpipe/East Boothbay Interconnection project. It was reported the tank had been refilled 9 & 10 September 2004 and this time passed with no leakage observed. The electrical conduit to the standpipe was complete. The manager went on to report the 78-foot radio antenna; to be installed at the treatment plant was still stuck in transport in Canada. The manager stated he had been asked to put the high-pressure zone on-line but refused until the telemetry package was complete. The final project was the installation of a pressure-reducing valve (PRV) on Lakeside Drive to separate the two pressure zones. The manager praised the efforts of Ruth Watts in helping initiate an easement with the landowners where the PRV will be placed.

7. The manager reported the Ocean Point property had been sold and the earnings had been deposited in the bank. The 4 October 2004 closing date for the Clifford House was also reported on track. However, the manager did report there was a potential problem with the new owners in that there was a potential asbestos problem. The manager reported he was investigating and would remediate if practicable. The manager was instructed to report status to the chairman of trustees. Lastly, Scott Campbell had completed repairs to the heating system and certified it for use.
8. The manager reported there had been an administrative problem with USDA in regards to the application for funding for the Knickerbocker Intake project. The grant/loan package was now shifted to FY-05.
9. The manager presented the revised agreement with the town of Boothbay for an assistant code enforcement officer as prepared by attorney Geoff Hole. The board reviewed the document and authorized the manager to send it to the Boothbay town manager. In this authorization the board also authorized a board-to-board meeting if the town of Boothbay found any discrepancies.
Trustee McNelis motioned, Trustee MacPhee second, vote: unanimous
10. The manager reported the legislative initiative to change the district's charter was still moving forward.
11. It was reported attorney Joe Donahue was still reviewing the 1978 PUC ruling concerning the Squirrel Island water main. The ruling was reported to be voluminous and would take some time to work through.
12. It was reported the 319 Grant work was going to be attempted in October.
13. Trustee MacPhee reported the presentation to initiate water and sewer main installation north on Rt. 27 presented at the 13 September 2004 Boothbay board of selectman's meeting was well received. As presented in the previous meeting the district and the Boothbay Harbor Sewer District were working with Maine Rural Water and Wright-Pierce to attempt to secure grant money for this project. The selectmen voted unanimously to put the measure for town meeting if matching grant funds are secured.
14. The AM petitioned the board to move back the seasonal shut down date from 13 October 2004 to 18 October 2004 citing Columbus Day was early and an extraordinary amount of requests for the extra weekend. The board approved the request.
Trustee McNelis motioned, Trustee Carter second, vote: unanimous
15. The manager petitioned the board to upgrade the security locks for the district. In essence the request was for re-keying all of the security locks to a single key. After discussion the board felt that all employees could be trusted with this policy and saw no credible security concerns, only the benefit of regaining key control. The board approved the proposal as long as security funds existed in the current budget.
Trustee McNelis motioned, Trustee MacPhee second, vote: unanimous
16. The manager reported he and the AM had met with the region's fire chiefs for a breakfast meeting to update them on the changes in fire protection status. Much information was passed between all that was present. The fire chiefs requested that future meetings include the Edgcomb fire department because of the new mutual aid agreements.

17. Trustee Pinkham petitioned the board to change the meeting times to the second and fourth Tuesday of each month at 1400 hr.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
18. The meeting was adjourned at 1642 hr.
Trustee MacPhee motioned, Trustee McNelis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager