

14 October 2003

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 23  
SEPTEMBER 2003

**MINUTES FOR 23 SEPTEMBER 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 Crawford and Administrative Manager Bob Raudenbush, Distribution Foreman Eric Kelley. Guests: Mr. John Van Orsdell, Knickerbocker Lake Association; Mr. and Mrs. Gilbert, Van Horn Road, East Boothbay Absent: Trustee McNelis, Trustee Curtis, Manager Jon "Ziggy" Ziegra.

1. Trustee Irving called the meeting to order at 1400 hr.
2. The minutes of the 6 September 2003 meeting were approved  
*Trustee Pinkham motioned, Trustee Crawford second, vote: unanimous*
3. The Board approved warrants 53, 54, & 55.  
*Trustee Crawford motioned, Trustee Pinkham second, vote: unanimous*
4. Trustee Irving recognized Mr. And Mrs. Gilbert, 150 Van Horne Road and listened to their request to have seasonal water remain on until 18 October 2003 due to the care of a critically ill family member. The Board was very sympathetic to this request. The Administrative Manager (AM) read a statement tot the Board prepared by the Manager. In that he had empathy for the situation keeping the Van Horne Line charges would throw the shutdown schedule for that grid off many days and incur added costs to the District. The board concurred. Mr. and Mrs. Gilbert agreed and stated they had already made provisions to store water for the three extra days. The Board suggested the Gilberts approach a neighbor who is on a well and see if they can temporarily tie into their service. The District stated they would assist if needed.
5. The Board recognized the Distribution Foreman who presented the Board with a draft rewrite of the Boothbay Region Water District Policies and Procedures Revision 1. Trustee Crawford made several comments clarifying responsibilities and the Board decided to take more time to review the document. Trustee Irving asked the Distribution Foreman if this revision needed to be reviewed by the Maine Public Utilities Commission (PUC). The Distribution Foreman answered that it did not. Further action on enacting this revision was tabled until the full Board had had a chance to review the document in detail.
6. The AM provided the Board with a budget update. To date expenses and revenues, as measured linearly should be at 73%. Expenses were at 73% and revenues were at 74%. The AM went on to explain that further expenses for the year would run static while the seasonal overage accounts would be tabulated and billed in November. This billing has historically caused a spike in revenue by several percent.

7. The AM provided the Board a preliminary design, prepared by Wright Pierce, for the Kenniston Hill Standpipe/East Boothbay Interconnection project. Trustee Pinkham stated that he was satisfied with the proposed timetable in the report putting the project out for bid in early January with construction to begin early 2004. The AM also reported that Carl R. Griffin Esq. had provided JJR Associates and their attorneys with a proposed purchase and sales agreement, warranty deed, and boundary survey for the proposed Kenniston Hill Standpipe. No further contact with JJR Associates was reported.
8. Trustee Irving read a prepared statement by the Manager reporting the fluoridation project was nearing completion and would be started only after proper safety concerns had been addressed. There was no positive start-up date at that time.
9. The AM reported nothing new with the Knickerbocker Lake Intake. However, he did report the Boothbay Register concerning water quality and the state of Knickerbocker Lake had interviewed the Manager and the Chief Treatment Plant Operator. This was to be published in the near future.
10. The Water Resources update showed a slight improvement of water in storage in Adams Pond. Trustee Irving stated, "I like to see the line leveling out". It was also reported the Meadow Brook Wellfield was reporting good static residuals in ground water levels.
11. The AM explained a proposed change in security procedures for the District. For security reasons these will not be outlined in the minutes, but were enthusiastically and unanimously approved by the Board.  
*Trustee Pinkham motioned, Trustee Cranford second, vote: unanimous*
12. The AM alerted the Board to an initiative on Spruce Point for a main extension to be constructed by Neal Reny Construction. At that time the main extension would be approximately 500 feet. However, there is interest from the Spruce Point Association to lengthen the extension to encompass the entire association. The AM told the Board he would keep them up-to-date on this project as it moves ahead.
13. The Board went into Executive Session at 1448 hour.
14. The Board came out of Executive Session at 1503 hour and adjourned at 1504 hr  
*Trustee Pinkham motioned, Trustee Cranford second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager