

14 June 2005

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 24 MAY 2005

**MINUTES FOR 24 MAY 2005 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES MEETING**

The Board of Trustees convened at 1400 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee McNelis (Clerk), Trustee Curtis (Treasurer), Trustee Carter, Administrative Manager (AM) Bob Raudenbush, and Manager Jon "Ziggy" Ziegra. Guest: Mr. Tom Page P.E., Underwood Engineering; Mr. Keith Pratt P.E., Underwood Engineering; Distribution Foreman Eric Kelley; Mr. Ron Vachon P.E., St. Andrews Hospital; Ms. Marian Anderson, Code Enforcement Officer, Boothbay; Mr. Jim Betts, Assistant Code Enforcement Officer, Boothbay; Mr. Hank Farrah C.P.A., Runyon, Kersteen & Ouellette; Mr. Sumner Bell, Edgecomb. Absent: None.

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 10 May 2005 meeting was approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
3. The board approved warrants 28, 29 & 30
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
4. Trustee Pinkham recognized Mr. Sumner Bell. Mr. Bell complained the district would not repair a curb stop on the private water main located along St. Andrews Way in Boothbay Harbor. The manager reminded the board the district does not maintain private water mains anywhere in the district. Mr. Bell retorted the district always maintained the private main citing unsubstantiated circumstances of past foreman. The board asked the distribution foreman to relay his knowledge as to the status of the main. He reported it had always been considered private and St Andrews Hospital maintained two hydrants. Mr. Vachon was asked his understanding of the status of the main. Mr. Vachon stated St. Andrews had nothing stating the ownership of the main was St. Andrews. The board told the audience it was their opinion the main was private but the district would repair Mr. Bell's broken valve and charge Mr. Bell for the repair. In addition the board instructed the manager to investigate the status of the main installed in or around 1910 with the Public Utilities Commission (PUC) and share his findings with Mr. Vachon.
5. The board recognized representatives of Underwood Engineering, Portsmouth, New Hampshire who were hired by the town of Boothbay to validate the manager's findings concerning the Dora Highlands subdivision under review by the Boothbay Harbor Planning Board. Mr. Keith Pratt described the methodology used during his investigation and reported the district could support the proposed subdivision as described by the manager. Mr. Pratt informed the board he would be making his recommendation for approval of the subdivision to the planning board.

6. The board recognized Ms. Marian Anderson and Mr. Jim Betts who provided an overview of Mr. Betts activities in watershed protection. Mr. Betts updated the board of his certification process. Mr. Betts relayed his success with eliminating an unlicensed hazardous materials storage facility located within 500 feet of Adams Pond. Ms. Anderson proposed to the board to increase Mr. Betts hours. Trustee McNelis was not sure he was willing to allow this without some documentation as to what Mr. Betts was accomplishing and what he could not accomplish due to time constraints. Trustee McNelis outlined that because this was the first report on the new hire:
 - a.) The trustees receive monthly reports;
 - b.) The trustees wait six months to assess;
 - c.) If indicated, determine whether this year's budget could accommodate an increase.

Ms. Anderson stated she would prepare this documentation and provide it to the board periodically. The board closed by stating they were pleased with Mr. Betts start and was looking forward to working with him in the future.

7. The manager provided the board an update of the Murray Hill Main Replacement project. The main was reported installed along Murray Hill Road Extension to the Five-Gables Inn. The manager went on to report that now that Whorff was out in the open it was hoped he could pick up the pace. It was reported the town of Boothbay had reported the contractor twice to the Maine Department of Environmental Protection (DEP). Mr. Betts had been sent by the town to investigate and had found no violations. However, DEP was reported to be investigating on Thursday 26 May 2005.
8. The manager reported Attorney Geoff Hole had contacted Mr. Cozzi and after discussion Mr. Cozzi preferred the three-phase power to the Knickerbocker Intake be run underground to through the easement area. This information was passed on to Wright-Pierce as part of the design package. The manager reported the final approval application would be at the Boothbay Planning Board on 21 June 2005.
9. Trustee Pinkham read a letter written by Ms. Jayne McCarthy concerning her water quality and the costs she incurred in 2004 for repeatedly having to flush her private service. The board, aware of the main replacement and the poor water quality being the responsibility of the district, voted to disregard the overage bill for 2004.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
10. The manager reported on the various subdivisions currently under various stages of review and construction.

High Ledge Subdivision - The manager reported the developer had not paid \$7,260.71 as required for services and an agreement for the main extension has not been completed. The manager reported he has had no further contact with the developer.

Weiner Subdivision – It was reported the

Boothbay Country Club Subdivision – The manager reported the developer had not entered into an agreement with the district and the district would complete no further action concerning this project. The town of Boothbay had not approved the project.

The Pines Subdivision - This project was reported to be purely conceptual and no agreement was reported signed.

The board recognized Mr. Hank Farrah C.P.A. who presented the district with the annual audit findings. The financial overview presented by Mr. Farrah stated, "The water district has received an unqualified opinion, meaning the financial statements are fairly stated in all material respects." Overall the audit was favorable noting increased debts and assets for the district.

11. The meeting was adjourned at 1542 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager