

11 June 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 25 MAY 2004

**MINUTES FOR 25 MAY 2004 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES MEETING**

The Board of Trustees convened at 1300 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, Trustee McNelis, Trustee Curtis, Trustee Carter, Administrative Manager (AM) Bob Raudenbush, Manager Jon "Ziggy" Ziegler, Guest: Ms. Susan Breau, Maine Rural Water Association; Mr. Dave Driscoll & Mr. Jeff Preble, Wright-Pierce Engineering; Absent: None

1. Trustee Pinkham called the meeting to order at 1300 hr.
2. The minutes of the 11 May 2004 meeting were approved.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
3. The Board approved warrants 28, 29 & 30
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
4. Trustee Curtis introduced Ms. Susan Breau, Maine Rural Water Association was present to provide the board an environmental briefing and describe her efforts in developing a watershed management plan for the district and her efforts in securing guardrails to protect Adams Pond from traffic on Route 27. She began her briefing describing the present status of the water bodies and why Adams Pond was determined most at risk by the Drinking Water Program. She stated that she would be compiling a contingency plan for the watershed including the existing chain-of-command, chemical inventories, various emergency response plans, and an overview of counter terrorism efforts. It was reported that the district had made progress in specific areas including; surface water assessment, watershed survey, application and acceptance for 319 grants, and the successful passage of the watershed protection ordinances. Ms. Breau then stated she had been in contact with the Department of Transportation (DOT) and Route 27 was eligible for 4,000 feet of additional guardrail adjacent to Adams Pond. The board reaffirmed that Ms. Breau was working for the district. The board instructed the Manager to work out the details in forming a watershed management team and to work on the watershed management plan.
5. The board recognized Mr. David Driscoll, Wright-Pierce who presented an overview of the status of the Kenniston Hill Standpipe/East Boothbay Interconnection project. Mr. Driscoll reported on Contract #1 and #2 individually.

Contract #1 - The prime contractor, Preload Inc., was now on-site and constructing the forms for the prestressed concrete panels and for the monolithic base. The road was reported to be graded to the sub-base with final grading to be performed after project completion.

Contract #2- The Route 27 portion of the project was looking at completion of 28 May 2004 to meet the 1 June 2004 deadline and be completed for the Memorial Day parade. It was reported the new main was in service and permanent connections had been made to existing customers. The Kenniston Hill Inn, Retirement Home and the Boothbay Country Club remained on temporary service until the next phase up Country Club road was completed. It was reported the Town of Boothbay Harbor would stripe the Boothbay Chamber of Commerce parking lot.

Mr. Jeff Preble, Wright-Pierce, was then recognized. He stated the projected amount of grant that may be available after construction would be approximately \$559,000.00. He went on to report the preliminary design report estimated the Murray Hill/Presley Drive Loop would cost \$495,000.00 making it a possibility. Trustee Carter inquired when this project would be completed. Mr. Preble said it would not occur until Spring 2005 at the earliest. The Manager was given authorization to sign Contract Amendment #4 to begin preliminary design with Wright-Pierce.

Trustee Curtis motioned, Trustee McNelis second, vote: unanimous

6. The Manager reported on the current land liquidation efforts. It was reported the administrative manager (AM) and the Manager had met with Mr. Bruce Tindal and developed a “punch list” of actions to be taken to ready the Clifford House for sale. The manager informed the board the AM would oversee the preparation of the Clifford House for sale. On a separate note, the manager reported all available records concerning the East Boothbay property were sent to Carl R. Griffin Esq. for review and recommendation for disposal. Trustee McNelis requested the manager have options for the next meeting.
7. There was nothing new to report on the Knickerbocker Lake Intake project.
8. The manager received several “chop” copies from the trustees of the agreement with the Town of Boothbay for the possible assistant code enforcement officer to support the new ordinances. The board had several changes. The manager was instructed to make the necessary changes and develop an agreement for an intern position to develop the scope of the job. Trustee Pinkham requested the final draft be ready for the next meeting.
9. Trustee Curtis requested copies of the map of the new watershed overlay to have on file and to be distributed to each trustee.
10. The board approved the manager enter into an agreement with Mr. Steve Levy, Maine Rural Water Association to lead the legislative effort to make necessary charter changes. A not to exceed \$2,500.00 limit was attached.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
11. The manager reported a cost estimate of \$50,000.00 for a seasonal main extension on the Butler Road had been prepared and presented to Ms. Jaunita Christoff and the Boothbay town manager. The manager went on to advise the board that he had also presented this to the board of selectmen. Trustee MacPhee was concerned the cost estimate was properly explained to Ms. Christoff. Trustee Curtis added any main extension on the Butler road would have to be funded by those requesting it, the town or a combination of the two.

12. The manager requested the board rule on the placement of a proposed new main on Grandview Avenue in Boothbay Harbor. It was explained the main extension was necessary to serve the Steane residence. After a lengthy review of the rules and the property layout, the board approved the decision by the manager in requiring approximately 700' of 8" ductile iron main to the front of the Steane residence on Grandview Avenue.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
13. The board approved an upgrade of the "Boothbay Region Water District Administrative Office" sign to make it more visible to customers.
Trustee McNelis motioned, Trustee Curtis second, vote: unanimous
14. The board selected the color of the Kenniston Hill Standpipe by consensus.
15. The meeting was adjourned at 1436 hr.
Trustee Curtis motioned, Trustee Carter second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager