

9 December 2003

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 25
NOVEMBER 2003

**MINUTES FOR 25 NOVEMBER 2003 BOOTHBAY REGION WATER DISTRICT
BOARD OF TRUSTEES MEETING**

The Board of Trustees convened at 1400 hrs. In attendance: Trustee Pinkham (Vice Chair), Trustee Curtis, Trustee Crawford, Administrative Manager Bob Raudenbush, Manager Jon "Ziggy" Ziegler. Guests: Ms. Brenda Blackmon, First National Bank of Damariscotta, Absent: Trustee (Chair) Irving, Trustee McNelis

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 13 November 2003 meeting were approved with changes in paragraphs 1, 5 & 8 as directed by Trustee's Curtis and Crawford.
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous
3. The Board approved warrants 67 & 68
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous
4. The Manager began to provide the Board an update of the Kenniston Hill Standpipe/East Boothbay Interconnection project. The first order of discussion was the location of the Boothbay center pressure-reducing valve (PRV) that needed to be located in or around Boothbay center. It was reported the prime location, the Town Common, had been rejected as a site by the Boothbay Planning Board and the Town Manager of Boothbay even after a public restroom had been offered to be constructed, free of charge to the Town of Boothbay, as part of the project. The Manager and Wright Pierce Engineering located a second location adjacent to the Chamber of Commerce building on Adams Pond Road. It was reported that negotiations for this site were ongoing.

Ms. Brenda Blackmon, First National Bank of Damariscotta joined the meeting. The purpose of her visit was to close a short-term construction loan approved by unanimous vote of the Trustees during the previous meeting. Trustee Curtis had questions on the final document citing the "award certificate" did not reference the project by name. A conference call was made to Attorney Geoff Hole Esq. who stated that the document was correct and as a matter of the total package was acceptable to be signed. Trustee Curtis signed the document. After further discussion and review the loan documentation was signed and Ms. Blackmon departed.

The Manager then went on to further discuss the project stating he and Jeff Preble; Wright Pierce had presented a revised version of the construction plan to the Boothbay Planning Board. The Board took the revised plan and stated it would review the matter and discuss with the District during the 16 December 2003 meeting. The Manager then went to present the material to the board what was given to the Planning Board.

Finally, the Manager reported the engineer representing JJR Associates had been in contact with Wright-Pierce and the current tank and access design was acceptable. The Manager stated he had been in contact with Attorney Carl R. Griffin III who was pursuing a closing date to secure the tank site and access road. No closing date was reported at that time.

5. The Fluoridation project construction phase was reported to be complete. It was reported T-Buck Construction had completed the “punch list items” and the final payment of \$63,000.00 had been made. The Manager went on to report the day after this payment was completed a design error was detected by treatment staff that presented an inability for the fluoride system to fill correctly. Wright Pierce contracted with T-Buck Construction and a resolution to the problem was completed at no cost to the District. In addition, the Chief Treatment Plant Operator had ordered the first load of fluoride, expected some time during the week. The scheduled revised turn-on date was reported to be on or around 2 December 2003
6. It was reported the submerged land permit and historic preservation review for the Knickerbocker Intake project was complete. However, the Department of Conservation had requested additional information due to a letter by Mr. and Mr. Andrew Cozzi, Somerset, New Jersey. A response to the state was reported being drafted to answer any further questions and was to be sent directly to the State.
7. The Administrative Manager (AM) provided the Board a financial overview for the remainder of the year. The AM first reported revenues were tracking 0.7% ahead of 2002 with one billing cycle remaining in the year. He went on to report that one debt payment of \$125,000.00 remained for FY 2003 and it was not anticipated that contingency funding would be needed to meet that commitment. In addition, he reported that any extra funding would be needed to pay back the approximately \$14,000.00 for the Giles Place main replacement and \$78,000.00 for the Gosselin property acquisition.

The AM reported the conversion to Quick Books® was moving smoothly and the District would realize an \$11,000.00 per year savings for the software switch.

8. The Manager reported the Assistant Foreman had done good job in during the Foreman’s recent vacation. Trustee Pinkham recommended a letter be drafted and included in his personnel jacket. Trustee Pinkham asked if the Distribution Crew liked its new space. The AM reported that all he had heard was good things and that they were happy. He also went on to report that productivity in the meter and backflow programs was improving, especially in the area of record keeping.
9. The Manager reported the Squirrel Island meters were being called in for testing and maintenance during the winter of 2003/2004. Any malfunctioning meter would either be repaired or replaced.
10. The Manager reported the well levels were above normal and that Adams Pond was full to wintertime levels. In addition, it was brought to the Boards attention the Chief Treatment Plant Operator, as part of the District’s sampling program, had tested downstream of the Texaco station and found petroleum constituent based contaminant levels in excess of three times the legal limit. A copy of this report as well as the chain of custody and sampling log was provided to the Board. The Manager stated that he had reported this, with supporting documentation to the Maine Department of Environmental Protection and action was ongoing.

11. Trustee Crawford inquired the status of the land in East Boothbay that was to be liquidated on Ocean Point Road. The Manager answered upon advice of local real estate professionals, this land be sold during the summer of 2004 when “impulse buying” is greatest and the potential for greater return be realized.
12. Trustee Crawford inquired on the status of CC-Net. The AM reported Attorney Geoff Hole was drafting an eviction notice and as directed both the Towns of Boothbay and Boothbay Harbor had been notified service would be discontinued in the future. As of this meeting no eviction notice had been completed. The AM went on to report he had a backup plan in place with GWI for web hosting and DSL service (much faster than present service). The cost upon eviction of CC-Net will be \$1,560.00/year for the new service.
13. The Manager reported the crew and trustees were signed up for the annual Maine Rural Water Association Conference to be held in Freeport, 2 & 3 December 2003.
14. The Manager reported the power lines to the West Harbor Standpipe had been trimmed by Asplundh Tree Services. This had been an unanticipated cost of \$575.00 but power concerns to the tank made it necessary.
15. The Manager requested of the Board an unanticipated expenditure of \$3,150.00 to clean and inspect both the waste alum tank and the oil/water separator. The Board concurred with this request citing it had been in excess of six years since the previous service and inspection was overdue.
Trustee Crawford motioned, Trustee Curtis second, vote: unanimous
16. The Board went into Executive Session at 1520 hr. to discuss security issues.
17. The Board came out of Executive Session at 1552 hr.
18. Trustee Pinkham inquired when the District should meet with Gordon Labay, Rate Engineer, to calculate the next rate increase request. The AM reported he had been in contact with Mr. Labay and it was his request to revisit this issue after the annual audit, late January 2004 time frame. Trustee Pinkham went on to inquire if this would leave sufficient time for any needed rate increase. The AM answered in the affirmative.
19. Trustee Pinkham asked the Board to change the meeting time from 1400 hr to 1300hr. It was the feeling of the Board not to vote on this issue until Trustee McNelis had had a chance to weigh in on the subject. The motion was tabled until the 9 December 2003 meeting.
20. Trustee Pinkham inquired if any private action had been taken on a main extension in Spruce Point. The Manager answered to his knowledge non had.
21. The AM reported that he and the Manager had begun the 2004 budget process. The Board wanted something to look at by the end of December. The Board collectively asked for a draft budget by 18 December 2003 to be acted upon 30 December 2003.
22. Trustee Pinkham directed the subject of Christmas Bonuses be put on the agenda of the 9 December 2003 meeting.

23. The Manager proposed that because Christmas falls on Thursday, as an additional bonus, the crew be given an additional day of administrative leave for the following Friday with the stipulation a letter be sent to Teamsters Local 340 stating that this is at the option of the Board and not to infer any past practice from this action. Trustee Pinkham directed the Manager put this on the 9 December 2003 agenda for Board action at that time.
24. The meeting was adjourned at 1627 hr
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler
Manager

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