

9 September 2003

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 26
AUGUST2003

MINUTES FOR 26 AUGUST 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 McNelis, Trustee Curtis, Administrative Manager Bob Raudenbush and Manager Jon "Ziggy" Ziegler. Guests: John Van Orsdell, Knickerbocker Lake Association, Gordon Labay
Absent: Trustee Crawford.

1. Trustee Irving called the meeting to order at 1400 hr.
2. The minutes of the 12 August 2003 meeting were approved with no changes.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
3. The Board approved warrants 47, 48, & 49.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
4. Trustee Irving recognized the Administrative Manager (AM) and Mr. Gordon Labay to discuss the possibility of rate changes to accommodate debt service and increased operating expenses as a result of construction of the Kenniston Hill Standpipe/East Boothbay Interconnection project, Knickerbocker Lake Intake project and Fluoridation. Mr. Labay informed the Trustees in his professional opinion; the District would need to experience a two-stage rate increase of 15.6% and 17.1% respectively in 2004/2005 to offset increased operations costs and debt service. He further reported that he was using 2002 as the pro forma year in which he was basing his calculations. After extended discussion the Trustees asked Mr. Labay take into account several new factors including increasing accuracy of meters and growth in the system before recommending any further rate increase. The Trustees did acknowledge a rate increase would be necessary and asked Mr. Labay to further refine his recommendations and report back. No rate increase action was taken at this time.
5. The Manager reported that the Planning Board work session for ordinances scheduled for that evening at the Boothbay Town Hall, was cancelled. The cancellation was due to the District not providing the Planning Board with a priority list. The Trustees then set a priority list of what it would like to see the new ordinance include. The Board recommended the following list by priority.
 - a. If the Planning Board is opposed to the adoption of a watershed overlay zone, the District recommends the Planning Board adopt language in the land use tables creating additional safeguards or prohibitions of certain activities within "lands that drain to Adams Pond or Knickerbocker Lake". This could be an asterisk placed in

the tables in which Districts are located within the watershed of the two water sources.

- b. Revisit the land use tables and carefully consider what uses that are and those that are not permitted within the watersheds of the water sources.
 - c. Eliminate phosphorous credits, making all projects within the watershed be designed in such a manner as they truly meet acceptable phosphorous loading rates.
 - d. For required buffer strips and best management practices (BMP), maintenance should be enforceable by the town. For instance, for a development the Planning Board requires a buffer strip. It should be enforceable, by the Town that at some later date the buffer strip cannot be destroyed.
 - e. Require all those within the watersheds to tie into the Boothbay Harbor Sewer System where it is available. Additionally, require all future subdivisions plan for sewer infrastructure.
 - f. All new subdivisions must construct roads built to town standards and turned over to the town after construction. This recommendation will ensure that a level of maintenance is observed for the roads. Right now there is no provisions for road maintenance, and resulting pollution, in the three recent sub-division approvals.
 - g. The District recommends that all blasting activity within the watershed be submitted to the Town for approval.
 - h. It is the recommendation of the District the Town of Boothbay regulates the use of all terrain vehicles (ATV) and snowmobiles on or adjacent to Adams Pond and Knickerbocker Lake.
 - i. The District is requesting the Town of Boothbay ban the operation of seaplanes, with the exception of emergency landings, on both Knickerbocker Lake and Adams Pond. Several drinking water sources throughout the state have this ban.
 - j. Include a sign-off on all building permits within the Town of Boothbay for the Water District and Sewer District. This will greatly reduce the risk of construction of buildings over existing utilities and help the District plan for water use. This has been the policy of Boothbay Harbor for well over a year and is working very well.
6. The AM provided the Board with the regular budget report. It was reported that expenses were up 2% to the budget and revenue was also up 1%. He went on to say that with all of the projects in various states of completion and because of the time of year, as compared with historical trends, the District was on target with budget and in good fiscal condition.

7. The Manager reported the Kenniston Hill project was on track. He reported the boundary survey for the Kenniston Hill site had been completed but need be amended. He went on to alert the Board that Carl “Chip” Griffin Esq. was preparing a purchase and sales agreement the Manager had already approved and commented on, and would be contacting the attorney representing JJR Associates. Finally Wright Pierce was two to three weeks away from completing the preliminary report for the project.
8. The Manager reported the Fluoridation project was on track but start up could be slightly delayed. He went on to state the tank and some of the equipment for the Fluoride Room was on back order. However, the Manager reported the contractor, T. Buck Construction Inc. was doing a quality job and was properly motivated to complete the project on schedule to avoid the liquidated damages clause of the contract. Trustee Curtis asked the Manager if he had received a customer evaluation form from Wright-Pierce. The Manager reported he had and rated the service as good but extremely over priced. Trustee Curtis presented his response in which he requested Wright Pierce meet with Trustees to discuss excessive cost over runs.
9. The Manager reported the Maine Department of Environmental Protection (DEP) Permit requirements for the Knickerbocker Lake intake were being met. The Manager had written and submitted the District conservation plan on time. The ecological baseline survey was in process, within the specified timeline conducted by Woodlot Alternatives Inc. The Environmental Impact Statement was complete and had been sent to the Drinking Water Program for review. No further design work had been authorized until State Revolving Funding was secured. The Manager additionally reported Senator Chris Hall had been kept in the loop.
10. The AM reported that CC-Net had been on-site and was preparing to build the 100 ft tower to allow wireless Internet and fix problems with the telemetry system.
11. The Manager reported that Mr. Ira Machon had filed a complaint with the PUC concerning his mother’s service line freeze at 10 Giles Place, Boothbay Harbor. The PUC had ordered the Manager to get a statement from the plumbers conducting the work on Ms. Machon’s private service line. The Manager informed the PUC it was not the District’s responsibility to take statements from private contractors not employed by the District and reported he refused this PUC request. However, the Manager did take a statement from the District Utilities Technicians on-scene and forwarded those statements to the PUC and Mr. Machon.
12. The Manager reported the water resources were tracking very similar to that of 2001, the record low year. After analyzing the data the Board voted to put the District on voluntary water restriction. The Manager was immediately requested to put this in the newspaper in which he later reported would be on the front page of the next edition of the *Boothbay Register*.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
13. The AM reported that the District had received a check from the Maine Bond Bank (MBB) for the sum of \$21,708.30 because of savings the MBB had made when refinancing existing debt. The Board of Trustees voted to take this money and pay down the existing debt principal for those loans at the appropriate time.
Trustee McNelis motioned, Trustee Curtis second, vote: unanimous

14. The Manager asked if there was interest in visiting Mr. John Van Bourg, Chief Treatment Plant Operator, Kennebec Valley Water District to ascertain what costs are incurred when treating contaminated water (China Lake) and how it effects operation. The Board showed interest and a date of 26 September 2003 was set. Trustee Curtis instructed the Manager to invite members of the Boothbay Planning Board and Board of Selectmen.
15. Trustee McNelis offered he would like to set up meeting between himself, the Manager, the Town Manager and CEO of Boothbay to discuss operations and communications. Trustee McNelis took it upon himself to arrange this meeting.
16. The Board went into Executive Session at 1517 hr to discuss legal issues.
17. The Board came out of Executive Session at 1533 hr and meeting was adjourned at 1534 hr
Trustee Pinkham motioned, Trustee McNelis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager