

9 November 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 26 October 2004

**MINUTES FOR 26 OCTOBER 2004 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), Administrative Manager (AM) Bob Raudenbush, Manager Jon "Ziggy" Ziegra. Guest: None. Absent: Trustee Carter.

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 12 October 2004 meeting were approved.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
3. The Board approved warrants 60, 61 & 62
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
4. The Manager reported on the status of the Kenniston Hill Standpipe/East Boothbay Interconnection project. For Contract #1 it was reported the fencing at the new standpipe was incomplete and the SCADA portion of the contract was also not yet completed. For Contract #2 the manager reported he had met with the contractor and developed a punch list, which the contractor had agreed to complete by 22 October 2004. It was also reported the Lakeside Drive pressure reducing valve was to be installed 9 November 2004. Contract #2A was last to be reported on. As directed the manager signed a contract with Wright Pierce to begin a final cost estimate and bid documents for the Murray Hill extension and replacement.
5. The AM reported the Public Utilities Commission (PUC) had approved the district's rate request, which would be effective 1 November 2004.
6. The AM received questions from the concerning the quarterly budget update. The trustees were concerned about some accounts going over. The AM and the manager reported some unforeseen circumstances occurring, including an overhaul on the compressor and a much greater than normal amount of freeze damage earlier in the year. The trustees did note the overall budget was running approximately 4% below projections. No further action was taken on this item.
7. After reviewing the proposed agreement with the town of Boothbay for an assistant code enforcement officer, Trustee Curtis proposed several additional changes to the draft. The manager was instructed to contact the town manager that additional changes were necessary as well as contacting Geoff Hole Esq. to draft the changes. The board took no action on signing the agreement at this time.

8. The manager reported no funding action had been taken with the Knickerbocker Lake Intake project.
9. The manager reported the district had been visited by Mr. Steve Levy, Maine Rural Water Association (MRWA), to begin the process of arranging grant money for the proposed Rt. 27 Water & Sewer Main Extension project. The manager and Mr. Levy toured the proposed project area. The funding strategy was then reported. The town of Boothbay would first apply for a community development block grant (CDBG) after MRWA performs an income survey of the affected area, while the Boothbay Harbor Sewer District and the district would each apply for grant/loan packages through Rural Development (RD). The trustees were made aware that if the districts applied for the RD funds the town of Boothbay would pay the interest and principle while the district would carry the debt on paper. The board instructed the manager to keep them informed of this effort.
10. The manager reported he was awaiting the “as-built” plans from George Whitten to accommodate his meter downsize request. After receipt and review the district and MRWA would perform a plumbing survey and determine the correct size for the meter.
11. The manager reported the 319 grant with the Knox-Lincoln Soil and Water Conservation District to correct problems on Adams Pond had been extended a year due to poor weather conditions in 2004. Trustee Curtis instructed the manager to coordinate the extension with the town manager of Boothbay.
12. The board reviewed the latest research conducted by Joe Donahue Esq. concerning the legal status of the Squirrel Island water main. After lengthy discussion the manager was instructed to contact Mr. Donahue to review additional PUC rulings in 1950 and 1951 concerning the status of the main. The board took no action on repair of the main.
13. The board considered an abatement request by Ms. Katherine Brown for water usage. Trustee Curtis motioned to deny the request. The motion was considered and rejected.
Trustee Curtis motioned, Trustee McNelis second, vote: Yea (1) Curtis; Nea (3) Pinkham, MacPhee & McNelis
14. The board reconsidered the abatement request by Ms. Katherine Brown. Trustee McNelis motioned to abate \$118.00 of the bill. The motion was considered and approved.
Trustee McNelis motioned, Trustee MacPhee second, vote: Yea (3) Pinkham, MacPhee & McNelis; Nea (1) Curtis
15. The AM reported the server for the district crashed and was not repairable. He went on to inform the trustees all the information was recovered and discussed briefly the districts information back-up policy. The AM had ordered a replacement and it would be installed within the week. The cost was reported to be approximately \$3,000.00.
16. The manager presented an agreement between the district and Lincoln County to lease space on the West Harbor Standpipe for the purpose of installing and operating a police antenna/repeater for \$0.00 per year. Trustee Pinkham reviewed and signed the agreement.
17. The AM and the manager reported they had begun work on the FY-05 budget. They also informed the board they were obtaining input from district employees. The big ticket items discussed included; a new loader, Union Court main replacement, clarifier overhaul & welding machine. The board stated they would provide input.

18. The board voted to go into executive session at 1521 hr to discuss personnel issues.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
19. The board came out of executive session at 1535 hr. meeting was adjourned at 1536 hr.
Trustee MacPhee motioned, Trustee McNelis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager