

9 January 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 27 DECEMBER 2006**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee Marston, Administrative Manager (AM) Bob Raudenbush & Manager Jon "Ziggy" Ziegler. Guest: None. Absent: Trustee Curtis (Treasurer), Trustee Carter (Clerk)

1. The minutes of the 12 December 2006 trustees meeting were approved.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*
2. Warrants 73, 74 & 75 were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
3. The manager reported no change in status of the Knickerbocker Lake Intake project. He went on further to explain the project was awaiting FCC license so that it may operate. The project is 99% complete and all parties were reported to be paid. Training and operational testing were reported to remain an open issue that will be addressed in late April 2007 or early May 2007. The back-up generator will have to be deferred until sometime post this date once the project is closed by USDA and the district receives final funding reimbursement.
4. The manager provided the board with the district's response to a poll provided in a joint venture by the Maine Rural Water Association & the Maine Water Utilities Association, considering the negative economic effects the provisionally passed Chapter 587 "In-Stream Flow Rule" would have on district operations. This poll was being conducted in response to the Public Utilities Commission (PUC) letter of inquiry to the Maine Department of Environmental Protection (DEP) stating the DEP had not looked at the economic impact of the proposed rules. The estimated worst case scenario for the district was a cost expenditure of \$12,578,033.00 with an estimated annual cost of \$40,000.00. The estimated best case for compliance for the district was reported to be \$273,000.00 with an estimated annual cost of \$11,500.00.

The manager went on to explain the worst case scenario, that is very much possible under the provisional rule would be the eventual abandonment of Adams Pond as the primary water supply for the Boothbay peninsula which would require the eventual connection to the Bath Water District's supply. The manager reported that after approval by Chairman Pinkham he had made contact with the Edgecomb board of selectmen to incorporate the town as part of the territory of the district. The manager explained that this would be necessary for the district because any main extension to complete this task would have to go through Edgecomb and control over such an investment was critical. The board agreed and instructed the manager to open a dialogue with Edgecomb and arrange board to board talks on the subject.

*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*

5. The manager reported the engineering study for Reed Road and West Harbor Standpipe rehabilitation would be provided by Dirigo Engineering by the next meeting 9 January 2007.
6. The manager reported the Department of Transportation (DOT) grant for storm water contamination along the Route 27 corridor was moving ahead. As a result of a meeting he had with the town of Boothbay and the DOT, it was reported that the design phase was nearing completion and the construction would begin June 2007. The construction would include an oil mitigation structure downstream of the single gasoline/kerosene fuel station in the watershed, additional guardrail along Rt. 27, storm water retention and settling facilities and spill retention ponds in the event of an oil spill on Route 27.
7. The manager reported he was still awaiting the completion of the forest management plan. He went to alert the board the filed work had been completed.
8. It was made clear the memorandum of understanding (MOU) with Lincoln County was not completed. The district was in contact with Lincoln County but little progress had been made. Trustee Pinkham offered he would discuss the matter with the Lincoln County Emergency Management Agency coordinator at his earliest possible convenience.
9. The manager reported the employee evaluations for 2006 had been completed. He went on to report the merit raises ranged from 1.0% to 3.0% with an average of 2.1%.
10. The AM reported the 11 Storage Lane property was being shown at an above average frequency. The heating system was reported to be in excellent shape and fueled sufficiently for the winter. To-date only three offers were reported, far below what was recommended by Pottle Realty.
11. The manager presented the board with the draft Boothbay Region Water District 2007 Budget. After lengthy discussion, primarily surrounding the executive summary, the board deferred any further discussion and approval/revision action until the 9 January 2007 meeting.
12. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Sunset Acres – No change in status

Dora Highlands – No change in status

Boothbay Country Club – The board was presented an letter of intent to repair some deficiencies past winter that was found to be acceptable by the trustees. The only remaining item for approval was the acquisition of a fuse welder which remained an open item.

13. The meeting was adjourned at 1506 hr.  
*Trustee MacPhee motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,  
Jonathan E. Ziegler  
Manager