

22 March 2005

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 9 MARCH 2005

**MINUTES FOR 9 MARCH 2005 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES MEETING**

The Board of Trustees convened at 1400 hrs. In attendance: Trustee Pinkham (Chair), and Trustee McNelis (Clerk), Trustee Carter, Administrative Manager (AM) Bob Raudenbush and Manager Jon "Ziggy" Ziegra. Guest: Mr. Robert Conlin. Absent: Trustee MacPhee (Vice Chair), Trustee Curtis (Treasurer).

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 22 February 2005 meeting was approved.
Trustee McNelis motioned, Trustee Carter second, vote: unanimous
3. The board approved warrants 12, 13 & 14
Trustee McNelis motioned, Trustee Carter second, vote: unanimous
4. Trustee Pinkham recognized Mr. Robert Conlin of Boothbay. Mr. Conlin introduced was introduced as the owner of the Clifford House acquired from the district 3 October 2004. Mr. Conlin relayed that in January 2005 the boiler in the house malfunctioned leaving the house without heat. Mr. Conlin produced a contract (purchase and sales agreement) with district for the sale of the home. He maintained the district did not abide by the contract with respect to cleaning the furnace as agreed prior to the sale of the property. Mr. Conlin produced a report from a burner technician he had hired stating the furnace had not been cleaned. With this Mr. Conlin requested the district purchase him a new furnace.

The manager was then recognized. He produced an invoice and performance report for the cleaning of the furnace that was accomplished 30 June 2004 as agreed in the purchase and sales agreement. The manager maintained that all obligations for the sale of the property had been met. The manager reported he had consulted with the attorney Geoff Hole who recommended the district not act on this request.

Trustee McNelis instructed the manager to obtain a second opinion from a licensed boiler technician and report his findings to the board. The matter was tabled until 22 March 2005.

5. The manager reported the next phase of the Route 27 project was in motion. Both the town of Boothbay and Boothbay Harbor had been submitted a copy of the referendum vote to extend the debt limit of the district as to assist the town of Boothbay obtain federal funding for the project. This process was reported to be ongoing.

6. The Murray Hill project was next discussed. The manager informed the board the apparent low bidder for the job was Bill Whorff Inc. with a bid of \$621,995.00. Wright-Pierce was reported to be reviewing the bid documents to ascertain if they were correct. A vote to award the bid was set for 22 March 2005. The manager was then asked to show the trustees a schematic of the project. After reviewing the drawings Trustee Carter requested a hydrant be installed adjacent to Lobsterman's Way off of Murray Hill Road. The manager said he would make the revision as requested. Lastly, the manager reported the three easements were still in process.
7. Trustee Pinkham signed Kenniston Hill Standpipe/East Boothbay Interconnection project pay request #9 and #10.
8. The manager reported he had met with Central Maine Power (CMP) on 7 March 2005 to discuss three phase power options with the Knickerbocker Lake Intake project. After reviewing the CMP regulations for power distribution it was decided it was impractical to run three phase power underground. The manager reported the most efficient strategy given CMP's constraints would be employed will be to run a new overhead three-phase power along existing routes and easements.
9. The board next took up a request by the Boothbay Chamber of Commerce (COC) to move the existing electrical box for the pressure-reducing valve (PRV) from its present location to a grassed area behind the PRV station. The board instructed the manager to ascertain the cost of moving the electrical panel. Once that figure is determined he was further instructed to write a letter to the COC requesting they pay half for the move. The reasoning for this request was the COC did not respond to the district's offer in a timely fashion, making the move less expensive. Therefore the board "thought it proper" the COC pay a portion of the request.
10. The manager reported working with the town of Boothbay Harbor and the Boothbay harbor Sewer District. Tentatively it was planned to cut in a tapping sleeve valve in the sixteen-inch water main on Union Street and run one length of pipe into Union Court the end of March. After this was to be completed the reconstruction would take place during mid -May. The manager reported the town of Boothbay Harbor had awarded their excavation contract to N.A. Reny Construction. N. A. Reny Construction will supply all aggregate and excavation services for the reconstruction.
11. The manager reported he had met with Mr. Neil Ward concerning the High Ledge subdivision. It was reported that Mr. Ward was not sure if the project was going to proceed and was unprepared to meet the standards of the district. The manager then reported he had met with Mr. Vic Taylor, Wiener Subdivision and he agreed to district requirements for the acceptance of the main. Work on this subdivision was to be completed Spring 2005.
12. The manager reported the effort to comply with the state of Maine lead and copper testing was still underway. The manager reported the pH of the finished water had been raised to 8.4 with a target of 8.6. The next round of sampling was scheduled for late April.
13. The AM reported the preliminary audit had been completed and the process was moving ahead smoothly. There were no glaring deficiencies to report at this time.
14. The board voted to go into executive session at 1509hr. to discuss personnel matters
Trustee McNelis motioned, Trustee Carter second, vote: unanimous

15. The board exited from executive session at 1515 hr and the meeting was adjourned at 1516 hr.

Trustee Carter motioned, Trustee McNelis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegra
Manager

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