

24 October 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 10 OCTOBER
2006

MINUTES FOR 10 OCTOBER 2006 TRUSTEE MEETING

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston (per telecom), Administrative Manager (AM) Bob Raudenbush and Manager Jon “Ziggy” Ziegra. Guest: Mr. Jeff Preble P.E., Wright-Pierce Engineering; Mr. Paul Jarkiewicz, Dora Highlands. Absent: Trustee Carter (Clerk).

1. The minutes of the 26 September 2006 meeting was approved.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. The board approved warrants 57, 58, 59 & 60
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
3. Trustee Pinkham recognized Mr. Preble who briefed the board on the status of the communications problems with the Knickerbocker Intake project. It was reported a design for a 100 foot telephone pole that would place the low-power radio telemetry had been approved by the Boothbay planning board and would cost \$18,000.00. A second alternative was presented installing a private dedicated line at \$80,000.00. The third option presented consisted of a dedicated telephone line for \$3,500 plus ongoing monthly charges. The board through out the dedicated telephone line option. Trustee Curtis asked Mr. Preble “which option is Wright-Pierce going to pay for?”

Mr. Preble stated Wright-Pierce would rather make up any monetary shortfall with “in-kind” services. At this a lengthy discussion ensued. Mr. Preble was made very much aware that the district desired a generator for which the leftover contingency was earmarked and it was the position of the district that the added costs to the telecommunication package were clearly the fault of Wright-Pierce. More discussion followed with Mr. Preble stating that this issue would have to be cleared by the President of Wright-Pierce. Trustee MacPhee motioned to table discussion on resolving this matter until the 24 October 2006 meeting.

Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous

4. Mr. Preble reported on the status of the Rt. 27 project on behalf of the town of Boothbay. He reported Wright-Pierce was still completing geotechnical profiling and preparing concept plans with cost-estimates. He reported that he would be providing the Boothbay board of selectmen a more detailed presentation at their 16 October 2006 regular meeting.

5. Trustee Pinkham recognized Mr. Paul Jarkiewicz who proceeded to provide the board with an update of the progress of the Dora Highlands subdivision currently under construction. Mr. Jarkiewicz relayed that since his last update construction had primarily focused on sewer installation with water installation to begin the following week. Mr. Jarkiewicz also added that a major effort had been completed with respect to blasting. The board thanked him for keeping them up-to-date on the project.
6. The manager reported no rule modifications had been released by the Board of Environmental Protection. He also praised a recent article devoted to this subject written by Ms. Sue Mello in the *Boothbay Register*. The board stated they had read the article and shared that opinion.
7. The board voted to accept the Boothbay Region Water District By-Law Amendment dealing with main break and construction liability in accordance with the Maine Tort Claims Act 14 MRSA 8103 et seq.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
8. The manager reported the owners of the Coburn House approached the district with a proposal to sell a three acre parcel adjacent to their building for watershed protection land. The manager reported that he told them that he would bring the matter to the board, gauge interest and relayed that it would probably not be completed until the Carter House was sold. The board agreed and stated they were interested in purchasing the property.
9. The AM relayed to the board that he and Chris Higgins had met with SGC Engineering and was excited about the approach that was to be used. It was reported the district was awaiting a proposal and a recommendation to the board would be forthcoming.
10. The AM reported he was reviewing three software packages for the billing software and would have a recommended selection and cost before the 2007 budget cycle begins.
11. The manager reported he would be meeting with representatives with Dirigo Engineering to develop a scope of work to loop Reed Road and perform upgrade/maintenance on the West Harbor Standpipe. The manager would provide the proposal and scope of work to the board upon receipt.
12. The manager and the AM provided the board with a status report as it related to the sale of the Carter house. The manager reported he had met with Mr. Clayton Pottle, Pottle Realty Group, and listed the house for \$205,000.00. Additionally, it was reported the manager had talked with Mr. Al "Big Al" Cohen received permission to install sewer across his property and was awaiting quotes from Jordan Construction and Reny Construction.
13. The manager reported no action on the memorandum of understanding (MOU) with Lincoln County regarding emergency response to a chlorine release. The manager reported it was still being drafted by Lincoln County EMA.

14. 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 – See line item #5

Boothbay Country Club – Awaiting punch list resolution

15. The board disapproved an abatement request made by Mr. Harvey Oest, Acct#0200380, for the amount of \$243.50. The board found that the loss of water was the result of negligence and that the monetary amount did not meet the criteria for need.

Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

16. The board disapproved a meter downsize request made by Mr. Thomas Myette for his property at 29 McKown Street, Boothbay Harbor. It was the opinion of the board that the use of the building would be better served with a 3/4” meter as opposed to a 5/8” meter.

Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous

17. The board reviewed notice of violation (NOV) issued by the town of Boothbay to Mr. David Witwicki, 31 Bay Park Dr., Topsham for his property Map R07, Lot 0052 for the illegal operation of a service garage in the wellhead protection area surrounding the Meadow Brook Well Field.

18. The board voted to go into Executive Session at 1515 hr. to discuss a personnel matter.

Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

19. The board voted to go out of Executive Session at 1518 hr.

Trustee Curtis motioned, Trustee Marston second, vote: unanimous

20. The meeting was adjourned at 1520 hr.

Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegler
Manager