

9 February 2005

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER  
DISTRICT MEETING 13 JANUARY 2005

**MINUTES FOR 13 JANUARY 2005 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 Curtis (Treasurer), and Trustee Carter. Administrative Manager (AM) Bob Raudenbush, Manager Jon “Ziggy” Ziegler. Guest: None. Absent: Trustee McNelis (Clerk)

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 14 December 2004 and 28 December 2004 meetings were approved.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
3. The board approved warrants 76 (2004 holdover) 1, 2, & 3  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
4. Trustee Curtis opened discussion on the proposed \$1.9M Boothbay Region Water District Budget for 2005. He inquired on funding levels of many line items and justification for funding. Trustee Carter inquired how this budget fit with the priority list developed earlier by the trustees. The manager explained that projects and initiatives were funded in order of priority and outlined in the executive summary. After further discussion the board approved the 2005 budget.  
*Trustee Curtis motioned, Trustee Carter second, vote: unanimous*
5. The manager reported on or after 28 January 2005 the district would receive word on the funding status of the community development block grant (CDBG) submitted on behalf of the town of Boothbay for water and sewer main extension north on Route 27. It was also reported an application for both the Boothbay Region Water District and the Boothbay Harbor Sewer District with Rural Development was being prepared. It was reported the district was also making preparations to put a ballot initiative for both Boothbay Harbor and Boothbay to allow the district to extend its debt limit from the current \$12M to \$17M.
6. The manager reported he and the distribution foreman had met earlier in the week with a representative of Wright-Pierce and reviewed the 95% drawings for the Murray Hill Water Main Replacement project. Minor revisions in the drawings were still needed and the bid package was being prepared. A tentative schedule was reported for bids in mid February, bid opening March and construction late April through May.

7. The manager reported he had completed an early review of a yet to be named subdivision located in Boothbay Harbor. The subdivision is located off Park Street and will consist of three phases and total 84 homes. The manager informed the developer of the main extension policy adopted by the district and would comment when the 50% plans were complete. The developer reported pending town approval he would like to start construction in mid 2005 with the following phases in 2006 and 2007. All homes would be required to have water and sewer service. Finally the manager advised the board that on 14 January 2005 he would be visiting the York Water District to learn their subdivision procedures and meet their new superintendent.
8. The administrative manager (AM) reported negotiations with Teamsters Local #340 were progressing in a positive direction. A draft agreement had been agreed upon by the negotiation team and was being revised by the Maine Municipal Association. What remained was ratification by the union members and then a vote to accept by the trustees.
9. The manager reported he had placed an inquiry on the funding status of the Knickerbocker Lake Intake with RD. To date no word on the status.
10. There was no change in with the Squirrel Island main.
11. The manager reported on the status of some fencing upgrades at Mt. Pisgah and around the new radio tower. Both projects were progressing behind schedule due to a shortage of razor wire.
12. The board was next presented with a copy of a Notice of Violation (NOV) from the Maine Drinking Water program and the required steps needed for the district to come back into compliance. The most costly and time sensitive step was reported to be complete, that being the lead education program. The manager reported that he had met with the chief treatment plant operator and discussed the monitoring requirements and was confident all that was required was being completed. Lastly, the manager and the board discussed treatment options. It was the manager's recommendation that they start with the least cost alternative first, raising the pH from the current 8.0 to 8.6. Wright Pierce had been asked to write a letter proposing this to the district, as required by the state, for submittal. Trustee Carter inquired what the worst-case option would be. The manager responded adding orthophosphate and eliminating the sodium silicate would be the worst case option because in his opinion, it would create a "bacterial breeding ground" in the seasonal system as it interacted with the chloramines. The board instructed the manager to keep them well advised on the status of this NOV.
13. The manager reported the legislation requiring future trustees be water customers was on track in Augusta.
14. The AM next informed the board on an imitative he was working consolidating the all of the former East Boothbay Water District debt (EBB#1 through #6) for the sum of \$203,941.86 with First National Bank of Damariscotta. The rate was reported to be 4.36% and would save over the life of the loan \$16,145.23. The board approved the measure and instructed the AM to "press on".

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

15. The board next approved a one time abatement request submitted by Mr. Tyler Lewis, Account 1300870, 171 Ocean Point Road for a leak at this property that occurred after the death of the life long tenant while the property was empty. The board approved the abatement of \$531.02.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
16. The board approved a meter downsize from 3/4" to 5/8" requested by Ms. Patricia Harrison, Squirrel Island, Account 1200350 with the provision if in the future she experiences low pressure she would be responsible for all costs upgrading the meter.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
17. Trustee Pinkham changed the date of the first meeting in February from the 7<sup>th</sup> to the 8<sup>th</sup> at 1400 hr. He sited a conflict with the annual Portland Trade Show.
18. The board adjourned at 1547 hr.  
*Trustee MacPhee motioned, Trustee Carter second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager