

13 April 2004

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER DISTRICT
MEETING 23 March 2004

**MINUTES FOR 23 MARCH 2004 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES MEETING**

The Board of Trustees convened at 1304 hrs. In attendance: Trustee Pinkham (Vice Chair), Trustee Curtis, Trustee Crawford, Trustee McNelis, Administrative Manager Bob Raudenbush, Manager Jon "Ziggy" Ziegra, Guest: None. Absent: None.

1. Trustee Pinkham called the meeting to order at 1300 hr.
2. The minutes of the 9 March 2004 meeting were approved.
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous
3. The Board approved warrants 13, 14 & 15
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous.
4. The Manager provided the Board a report of progress with the Kenniston Hill Standpipe/East Boothbay Interconnection project both contracts #1 and #2. It was reported that contract #1, Kenniston Hill Standpipe was reported to have begun with the contractor clearing and grubbing the work site. Contract #2 was also reported to be in motion. The contractor was in town performing pre construction documentation. The manager then reported that both contracts had been signed and were forwarded to Attorney Geoff Hole for processing. The Board requested Mr. David Driscoll, Wright Pierce and the Distribution Foreman be present at future meetings to update the status of the project from a field perspective. Trustee Curtis inquired if the Murray Hill rehabilitation/looping and or Reed Road would be eligible projects with residual funds. The Manager stated that he had been told that both add-on projects were eligible
5. The Manager provided an update on the status of the Knickerbocker Intake project. It was reported the district had received the Army Corp of Engineers permit and the Maine Department of Conservation submerged land lease. This was reported to be the conclusion of the permitting phase, with the exception of Town of Boothbay approval. Trustee McNelis inquired why this would not be constructed during 2004. The Manager answered the district had missed the bidding window because of Rural Development Agency rules that would make construction impossible during the season. The Manager was instructed to "press on" with design and funding for this project.
6. Trustee Curtis provided the Board with an update on the current drinking water protection ordinance efforts with Boothbay. The Manager reported that an answer to Trustee Pinkham's letter to the Selectman remained unanswered. There was concern about this because of the public hearing on the proposed ordinances scheduled for 24 March 2004. Trustee McNelis reported he had been in contact with the Boothbay Town Manager who stated the Selectmen approved the district's position but had reservations concerning

hiring/firing responsibilities of the position to be created in the Town of Boothbay. After much discussion the Board instructed the Manager to proceed. Trustee Pinkham offered an article concerning erosion and statewide contractor violation of existing erosion control laws printed in the 23 March 2004 *Portland Press Herald*. Trustee McNelis thanked Trustee Pinkham and stated, "Harry is the only one reading around here and the minutes should reflect that."

7. The Manager reported he had been in contact with Ms. Susan Breau, Maine Rural Water Association who was working with the Department of Transportation (DOT) on the initiation of guardrails on Route 27. Ms. Breau had also presented the Manager with ideas for assistance in the drinking water protection ordinance efforts. The Board instructed the Manager to invite Ms. Breau to the next scheduled meeting for more detailed discussions on both topics.
8. The Manager presented the Board with a letter from the Boothbay Harbor Yacht Club rejecting the abatement for the water lost during their February main break. The Board instructed the Manager to write a letter stating the Board did not feel the need to reopen discussion on this matter.
9. Land acquisition/liquidation was next discussed. The Manager reported he had been in discussion with Mr. Steve Dunn, Public Utilities Commission (PUC) concerning the purchase of the Clifford property and subsequent liquidation of the home. The PUC's position on this matter was it did not need approval because the liquidation was less than 5 acres and therefore approved the plan. The Manager reported he had signed the purchase and sales agreement as authorized by the Board and provided the Clifford's attorney a \$26,000 down payment. The closing on the property was scheduled for 30 March 2004. The Manager went on to inform the Board that he would contract with Tindal and Callahan for the resale of the farmhouse and it would go on the market late May/early June. The Clerk then read the following:

I, the undersigned Clerk of the Boothbay Region Water District, Maine, hereby certify that the following is a true and accurate copy of a vote taken by the Board of Trustees on March 23, 2004:

VOTED:

- (1) That a capital improvement project consisting of the purchase of the Clifford Property is hereby approved; and**
- (2) That to fund said capital improvement project, a sum not to exceed Four Hundred Seventy-Five Thousand Dollars (\$475,000) is hereby appropriated; and**
- (3) That to meet said appropriation, the Treasurer and Chairman of the Board of Trustees, acting pursuant to the provisions of 2001 P&S Law Chapter 15, are hereby authorized to issue a revenue bond of the Boothbay Region Water District (including temporary Bonds in anticipation of the sale thereof) in an aggregate principal amount not to exceed Four Hundred Seventy-Five Thousand Dollars (\$475,000), and the discretion to fix the date(s), maturity(ies), interest rate(s), denomination(s), place(s) of payment, form and other details of said securities, including execution and delivery of said securities on behalf of the Boothbay Region Water District,**

and to provide for the sale thereof is hereby delegated to the Treasurer and Chairman of the Board of Trustees; and

- (4) That the Treasurer and Chairman of the Board of Trustees are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the District, as may be necessary or convenient to carry out the full purpose and intent of the foregoing votes.

I further certify that the above votes have not been rescinded or amended and remain in full force and effect.

Trustee Crawford motioned, Trustee Curtis second, vote: unanimous

Discussion then centered on the liquidation of the East Boothbay property. The Board tabled further discussion until May.

10. The consumer confidence report was presented for comment and revision.
11. The Board reviewed the *New Trustee Orientation Guide* prepared by the Administrative Manager (AM). The Board stated the job was outstanding. The Board formally recognized the AM for this effort.
12. The Manager reported the district had been sited for a Tier III reporting violation for water quality at the Meadow Brook Wellfield. The Manager reported during 2003 the District failed to sample for nitrate as required. He went on to report the district was responsible to notify its customers of this and would be done so in the upcoming consumer confidence report. Trustee McNelis inquired how this happened and what steps were taken to prevent such a reoccurrence. The Manager stated a clerical error in ordering samples had occurred. Contracting with the Maine lab where this would be tracked and sample containers would also be sent rectified this. Lastly the Manager took full responsibility for the violation.
13. The AM inquired when the Board would like its annual stipend. After some discussion the Board adopted it would receive stipends on the last regularly scheduled meeting in April each year.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
14. The Board went into executive session to discuss security issues at 1408 hr.
Trustee McNelis motioned, Trustee Crawford second, vote: unanimous
15. The Board came out of executive session at 1437 hr. Trustee Curtis motioned to authorize the Manager to implement security items as discussed in executive session.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
16. The meeting was adjourned at 1445hr.
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler
Manager
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