

14 February 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 24 JANUARY 2006

**MINUTES FOR 24 JANUARY 2006 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 McNelis (Clerk), Trustee Curtis (Treasurer), Administrative Manager (AM) Bob Raudenbush and Manager Jon "Ziggy" Ziegra. Guest: None. Absent: Trustee Carter.

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 10 January 2006 meeting was approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
3. The board approved warrants 3, 4 & 5.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
4. The manager reported the pre-construction meeting for Knickerbocker Lake Intake project occurred 12 January 2006 at 0930 hr. It was reported the following were in attendance.

<u>NAME</u>	<u>COMPANY</u>
Jeff Preble	Wright-Pierce
Daniel Flaig	Wright-Pierce
Steve Durrell	Prock Marine Company
Jon Ziegra	BRWD
Scott Emery	USDA
Mark McPheters	T. Buck Construction
Lew Curtis	BRWD Trustee
Conrad McAllister	Rural Development
Deborah White	CMP

The manager reported Trustee Curtis had signed the contract documents and Change Order #1. The contractor was also notified to work with Wright-Pierce to compute Change Order #2 which would increase the wind load capacity of the building to Category III hurricane strength. The manager reported the contractor was now compiling submittals.

5. The AM reported the audit was now in progress and all was progressing smoothly.

6. The manager reported the town manager of Boothbay had not responded to the Green Landing Road, road opening permit application. The board instructed the manager to ascertain current status and alert the homeowners to the town's inability to make a decision concerning this issue.
7. The manager informed the board the Department of Environmental Protection (DEP) was about to release a new draft of the proposed sustainable water use rule. It was reported the rule was going to propose "use attainability standards" that would require the district to permit its source and give power to DEP over water management. The board instructed the manager to keep them informed on the status.
8. The manager presented the board with the 2006 vehicle specification specifying a $\frac{3}{4}$ ton and light duty truck. Trustee Curtis asked specific questions concerning payload ratings of the $\frac{3}{4}$ ton stating they seemed high and unrealistic. The manager reported in devising the specification he had reviewed ratings from Ford, Chevrolet and Chrysler and had specified minimums from each in an attempt to encourage competition during bidding.
9. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Dora Highlands – No change in status

Sunset Acres – No change in status.

High Ledge - The manager proposed a follow up letter to Mr. Ward dictating to the contractor a short list of contractors the district would allow to complete the water main extension in accordance with Chapter 65 of the PUC rules and to correct inaccuracies Mr. Ward had stated in his letter of 9 January 2006. The board approved the draft but instructed the manager to run it by the attorney prior to sending it.

Boothbay Country Club – Clearing and grubbing was reported near completion and road construction was in progress.

Gordon Alexander – No change in status.

10. The manager requested a change in the district's policies and procedures. He proposed the following:

“In accordance, Maine Public Utilities (PUC) Rule, Chapter 65, Section 2 (a) which states “*The actual construction (water main) shall be done by the utility or by an agency acceptable to it under the utilities supervision*”, the district finds the following contractor's (agency's) acceptable for installing district water main.

Bill Whorff & Sons Excavating
18 Whorff Junction Rd
West Bath, Maine 04530 - 6439
(207) 443-9724

Harry C. Crooker & Sons Inc.
103 Lewiston Rd.
Topsham, Maine 04086

Jordan Construction
655 Wiscasset Rd.
Boothbay, Maine 04537

In addition to the above list, agencies may be added or omitted at the discretion of the district. Criteria for being added to this list include, but are not limited to; past experience, previous job performance, direct work observation and bonding capability”.

After further discussion the board approved this proposal with the caveat, the manager would review and amend the list of contractors at his/her discretion.

Trustee Curtis motioned, Trustee McNelis second, vote: unanimous

11. The manager reported he had met with the Boothbay Region Land Trust and Attorney Griffin to discuss land acquisition options. A letter from Attorney Griffin was presented to the board for review. After lengthy discussion the board approved the approach outlined to move on three target properties in the spring.
12. The manager presented a bill from the Town of Boothbay for services rendered by the assistant code enforcement officer from June 2005 through December 2005. The manager outlined this was in breach of contract and was directed to put a letter together outlining the board's surprise at the bill. The board the ACEO who was not aware of the contractual obligations of the town. After he reported on his progress and work done in the field, Trustee Pinkham informed him the bill would not be paid until justification for services rendered were produced. The ACEO was to report back on 14 February 2006.
13. The board approved the priority list as presented.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

14. The meeting was adjourned at 1535.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegra
Manager