

8 September 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER  
DISTRICT MEETING 25 August 2004

**MINUTES FOR 25 AUGUST 2004 BOOTHBAY REGION WATER DISTRICT BOARD OF  
TRUSTEES MEETING**

The Board of Trustees convened at 1600 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, Trustee McNelis, Trustee Curtis, Trustee Carter, Administrative Manager (AM) Bob Raudenbush, Manager Jon "Ziggy" Ziegler. Guest: Mr. Steve Barrett, Maine Municipal Association  
Absent: None

1. Trustee Pinkham called the meeting to order at 1600 hr.
2. The minutes of the 11 August 2004 meeting were approved.  
*Trustee Curtis motioned, Trustee McNelis second, vote: unanimous*
3. The Board approved warrants 47, 48 & 49  
*Trustee McNelis motioned, Trustee MacPhee second, vote: unanimous*
4. The Board reviewed a PowerPoint presentation developed by the manager to be used at a public meeting scheduled for 26 August 2004 at the district office. The public meeting was to discuss the planned rate increase. The trustees discussed the proposed rate increase at detail and discussed how the public presentation was to be handled. Trustee Curtis was appointed to give the briefing to the public. The trustees edited materials for accuracy. Trustee Pinkham instructed all trustee to be present if possible on 26 August 2004
5. The board voted to go into Executive Session to discuss personnel matters at 1710 hr.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
6. The board came out of Executive Session at 1743 hr.
7. The manager reported the land liquidation efforts were still on-track. He reported a mistake he had made not thoroughly instructing the crew on the procedure for removing the remains of an old car from the Ocean Point property. It was reported the crew inadvertently trespassed on the property of the Bayard's while performing this function and that the district did some light landscaping as restitution. The manager went on to report the sale of the Clifford House was still on track.
8. Trustee Pinkham described in detail a meeting the district had conducted with the Knickerbocker Lake Association (KLA) describing the status of the lake and the district's plans for the intake. It was described the district would impact recreational use as unobtrusively as allowed by law. The manager praised the town manager of Boothbay for assisting in settling two summer residents and KLA members, who were hostile.

9. The manager had nothing new to report on the agreement with the town of Boothbay for the assistant code enforcement officer.
10. The manager reported he had had attorney Geoff Hole review the constitutionality of requiring trustees have a minimum of a high school education. Attorney Hole found no reason that this was illegal. The manager relayed this information to Mr. Steve Levy, Maine Rural Water Association and it is to be included in the upcoming charter change.
11. Trustee Curtis reported the security grant was still in process and word should be coming to the district within the next few weeks to see if funding would be provided. The grant proposal is for just over \$10,000.00 to replace the fencing at the West Harbor Standpipe.
12. The manager reported he had attempted to contact the Boothbay Chamber of Commerce (COC) on several occasions to follow-up on the letter of 19 July 2004 listing acceptable options for the possible hiding or relocation of the electric meter for the pressure reducing valve (PRV) station. He went on to report that none of his messages had been returned. Trustee McNelis instructed the manager to write a final letter stating electric service to the PRV is imminent and if the COC wants a change to act expeditiously.
13. The board was presented an opinion written by attorney Joe Donahue concerning the legal status of ownership of the Squirrel Island water main. In short, options for the district for transferring ownership or financial responsibility to the Squirrel Island Corporation were limited. However, a ruling in 1978 was discussed. The manager was instructed to have attorney Donahue research the 1978 ruling and see if any other strategies in the ratepayers favor can be derived. Trustee McNelis requested this be kept as an agenda item.
14. The manager reported the 319 Grant was moving ahead. The completion of the Adams Pond project would be completed by mid –September.
15. The manager reported the easement work for the Maude property had been completed and in fact the district did have an easement for the Squirrel Island line across the property. He reported that hard copy would be coming from attorney Griffin’s office within the week.
16. As part of the Terms and Conditions of Service, the board approved a request by Mr. Arthur Brown, to construct a two (2) inch seasonal main to serve the Powder Horn development located off Lakeside Drive in Boothbay Harbor. This was not a vote to accept the main; rather Mr. Brown had met the district’s requirements to construct the main.  
*Trustee McNelis motioned, Trustee MacPhee second, vote: unanimous*
17. The meeting was adjourned at 1815 hr.  
*Trustee MacPhee motioned, Trustee McNelis second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager