

11 May 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 27 April 2004

**MINUTES FOR 27 APRIL 2004 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES MEETING**

The Board of Trustees convened at 1300 hrs. In attendance: Trustee Pinkham (Vice Chair), Trustee Curtis, Trustee Crawford, Trustee McNelis, Administrative Manager Bob Raudenbush, Manager Jon "Ziggy" Ziegra, Guest: Skip MacPhee, Boothbay; Jeff Preble, Wright-Pierce; Dave Driscoll, Wright Pierce; and Jaunita Christoff, Boothbay. Absent: None

1. Trustee Pinkham called the meeting to order at 1300 hr.
2. The minutes of the 23 March 2004 meeting and 13 April 2004 workshop were approved.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
3. The Board approved warrants 18, 19, 20, 21, 22, 23 & 24
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous
4. Trustee Pinkham recognized Ms. Jaunita Christoff, Boothbay. Ms. Christoff asked the board to support a petition she had circulated to extend seasonal service to the Butler Road in Boothbay. She stated that she had all of the residents behind her and had met with Town of Boothbay officials but as of yet no action was taken. Trustee Pinkham stated the board was in support of extending seasonal service but because of PUC rules the funding would have to come from somewhere other than the district. Trustee Pinkham instructed the Manager to prepare a cost estimate for extending seasonal service and present it at the next meeting.
5. The Manager deferred to Mr. Jeff Preble and Mr. David Driscoll, Wright-Pierce, to update the board on the status of the Kenniston Hill Standpipe/East Boothbay Interconnection project. The status was reported to be on schedule. It was reported that the district had received complaints of improper erosion control early on in the project. Wright-Pierce conceded they had missed this early on in the project and had corrected the deficiency. Both engineers had just toured both sites and stated it was in compliance with the state approved erosion control plan and DEP Chapter 520. The Manager reported he had contacted the Code Enforcement Officer earlier in the day and she reported no deficiencies. On a separate note, the Manager reported the district had still not received an easement from the Boothbay Chamber of Commerce (COC). He sited, from the districts perspective, the demands of the COC for liquidated damages after the 1 June 2004 deadline were not justifiable. He reported the attorney's were still talking.

6. The Knickerbocker Lake Intake project was next discussed. The Manager reported the district had been contacted by Rural Development (RD) and was told that the project was the next in line for funding. In addition, RD asked for additional environmental documentation to complete the funding application. The Manager relayed he had directed Mr. Jim Hewitt, Wright-Pierce deliver the missing information which was completed.
7. Trustee Curtis reminded the board the Watershed Protection Ordinances would be up for consideration at the annual Boothbay Town Meeting to be held 3 May 2004. Trustee Curtis polled board members that would be in attendance. Trustees McNelis and Curtis stated they would be at the meeting to lend support.
8. The Manager reported he had been in contact with Ms. Susan Breau, Maine Rural Water, who was currently working on a funding solution to install guardrails along Rt. 27 adjacent to Adams Pond. She reported that she had discussed this as a security issue with Lincoln County Emergency Management officials. The result of that discussion was the district was eligible for grant money for other security improvements, but guardrails were ineligible. Trustee Curtis directed the Manager to have Ms. Breau review the slope requirements of the road and reapply an application to DOT. Trustee Curtis instructed the Manager to ensure Ms. Breau would be present at the 25 May 2004 trustee meeting to repeat her environmental briefing for the benefit of new trustees.
9. The Administrative Manager (AM) provided the board with the quarterly budget update. There was much discussion concerning the format of the presentation of the report in the future. The AM appreciated the comments and stated "it will stream line the report in the future". On the status of the budget it was reported the cash flow was within acceptable parameters. Additionally, the majority of the items were within budgeted amounts with the exception of labor due to the harsh winter and abnormally difficult seasonal turn on. The AM ended his presentation stating although it was accepted that there would be only quarterly budget updates, if a trustee needed a budget update, at any time he would gladly compile one.
10. The bill dispute between the Boothbay Harbor Yacht Club and the district was next discussed. The Manager reported he had responded to the PUC request for information regarding this case on 19 April 2004. On 20 April 2004 he had a telephone conversation with the PUC regarding this matter. After reviewing the facts, the Manager relayed the PUC felt the board had been more than generous with the Yacht Club and district had used accepted methods in compiling the bill, ruling in the district's favor. The Manager reported he had not received this judgment in writing.
11. Land liquidation was next discussed. The Manager reported he and the AM had met with Mr. Bruce Tindal, Tindal and Callahan, and toured the property. They had discussed options of how much property to include with the house and what needed to be completed to put the house on the market. Minor work was to be completed by district personnel and the district's electrician under the direction of the AM. Mr. Tindal suggested the district list the property at \$349,000.00. The trustees discussed this and directed the Manager to invite Mr. Tindal to the next meeting for further discussion.
12. The AM reported the annual audit was nearing completion and the auditor would be presenting the findings at the 11 May 2004 meeting. With the audit complete it was reported Mr. Labay would be beginning the rate case to be completed within 6 to 8 weeks.

13. The AM reported the district was awaiting a court judgment to remove CC-Net equipment from the Mt. Pisgah standpipe. To date CC-Net had been served papers but not responded to charges of breach of contract. There was no estimated date for court approval to consider the equipment abandoned.
14. The Manager reported he had been in discussion with the Squirrel Island Association (SIA) regarding the status of the Squirrel Island main. The SIA would consider cost sharing if the main were somehow made better for fire protection. Trustee Curtis asked when was the main last replaced. The Manager responded the main was replaced last in 1978. Trustee Curtis motioned the district replace the main if the SIA participates in cost sharing.
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous
15. The board voted to go into Executive Session at 1349 hr to discuss security issues.
Trustee Crawford motioned, Trustee McNelis second, vote: unanimous
16. The board came out of Executive Session at 1414 hr.
17. Trustee Crawford motioned to instruct the Manager to take what steps were necessary to amend the Boothbay Region Water District charter to make it a requirement that all trustees be customers of the district, grand fathering any trustee as of 11 May 2004.
Trustee Crawford motioned, Trustee Curtis second, vote: unanimous
18. On behalf of the trustees and staff of the district, Trustee Curtis presented Trustee Crawford a plaque honoring him for his 17 years of service. Trustee Crawford stated he had seen a lot of change and accomplished his goals for the district. A celebration including Boston cream pie (i.e. Boston University) concluded the meeting.
19. The meeting was adjourned at 1445 hr.
Trustee Crawford motioned, Trustee Curtis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager

