

22 August 2005

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 9 AUGUST 2005

**MINUTES FOR 9 AUGUST 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 McNelis (Clerk), Trustee Carter, Administrative Manager (AM) Bob Raudenbush and Manager Jon "Ziggy" Ziegra. Guest: Thomas W. Wilson, Boothbay Harbor. Absent: Trustee Curtis (Treasurer)

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 26 July 2005 meeting was approved with amendments.
Trustee McNelis motioned, Trustee MacPhee second, vote: unanimous
3. The board approved warrants 44, 45 & 46
Trustee MacPhee motioned, Trustee McNelis second, vote: unanimous
4. Trustee Pinkham recognized Mr. Thomas W. Wilson, Boothbay Harbor who was contesting a \$0.82 overage charge because of a late payment. Mr. Wilson charged the district had no late fee policy and stated this was a matter of principal. The staff produced Public Utilities Commission rules which outlined the district's policy verbatim. It was the consensus of the board that this matter was a "waste of time". Trustee McNelis motioned not to abate the \$0.82 because of the detrimental precedent it would set but would pay it himself. The motion carried. Trustee Pinkham then excused Mr. Wilson.
Trustee McNelis motioned, Trustee MacPhee second, vote: unanimous
5. The manager provided an overview of the Murray Hill Water Main Replacement project. It was reported the project was essentially done. All that was reported remaining were minor "punch list items", loaming and seeding and painting of bollards and hydrants. It was reported the main was operational and service connections were fully complete. The board was cautioned that a bill from Conley's Greenhouse would be forthcoming for slightly less than \$3,000.00. This bill was explained to be for trees in the overland route that was not covered in the contract. It was also reported there were a few complaints still outstanding but was being pursued by the contractor. The final construction meeting was scheduled for 18 August 2005 at 1400 hr.

6. The manager was instructed to write a letter to the Boothbay Chamber of Commerce (COC) alerting them to the fact the district's rate payers would cover the cost of moving the electrical panel as to a location behind the pressure reducing valve as agreed. The trustees reviewed cost estimates for the movement and found room in the budget to fund this project. The manager reported in conversation with COC representatives during a previous meeting the COC would prefer the district complete this job "sometime after Labor Day". The manager stated he would solicit input from the COC on a completion date.
7. The manager reported the Knickerbocker Intake project was approved by the town of Boothbay with condition and final design was forthcoming. Outstanding issues discussed revolved around power issues with Mr. And Mrs. Cozzi, Somerset, New Jersey and access over an existing easement on lot 148A. It was reported attorney Geoff Hole was discussing options with the Cozzi's and a resolution was considered to be close at hand. The manager finished with his hope to bid the project in mid-September and complete electrical installation during 2005 with final construction Spring 2006. The board instructed the manager to keep them apprised on the progress of this project.
8. The manager reported on a recent meeting he had attended at the Maine Department of Environmental Protection (DEP) concerning the proposed rules for sustainable water use in the state of Maine. It was reported the DEP was considering "safe yield" as the bench mark where in a water district could withdraw from a given water body. It was reported the district was given the opportunity to comment on the definition of safe yield and had tasked Wright-Pierce to assist in this venture. The manager reminded the board that it was his feeling that this definition could have a profound affect on district operations in the future because of the volume of Adams Pond and the arbitrary limits imposed on the district for water withdrawal by the DEP, for Knickerbocker Lake.
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 – Construction was reported to have started but no formal plans had been provided to the district.

High Ledge –The manager reported he had not heard on the ruling by PUC on the complaint filed by Mr. Neil Ward concerning the district's subdivision policy.

Weiner Subdivision – No change in status

Sunset Acres – It was reported this subdivision was still awaiting approval by the town of Boothbay Harbor. The manager reported that he had been invited to one special meeting of the Boothbay Harbor Planning Board to discuss water and sewer issues.

Boothbay Country Club – No change in status was reported concerning this subdivision.

St. Andrews Village Phase II – No change in status was reported concerning this project.

10. The manager reported the variable frequency drive (VFD) for finish water pump #1 became inoperable and the problem with it was irreversible. The manager reported that instead of attempting a major overhaul of the Eaton VFD, he had ordered the installation of a new Toshiba VFD by Stultz Electric, Woolwich, Maine. The same condition was reported to occurring with raw water pump #2 as well and that was reported to be converted as well. The board asked questions regarding the decision and found it was justified in that without a new VFD's there was little to no redundancy for the treatment plant during the busiest time of the year. The administrative manager (AM) reported that there were sufficient budgeted funds in the plant maintenance account to handle the upgrade. The manager estimated the total turnkey upgrade would cost the district approximately \$12,000.00.
11. The manager reported the mixer for the sludge waste system broke and needed replacement. The manger reviewed maintenance procedures and found that the system had been properly maintained by district personnel and that the failure was due to normal stress. It was reported the repair could not be deferred and had been ordered. The AM estimated the cost for repair at \$4,000.00 and reported sufficient funds available for the work to be completed. The board concurred with the decision to complete repairs of the waste water system.
12. The AM reported on the status to the budgeted repairs for the physical plant already in progress. It was reported the pavement had been successfully sealed and new safety lines had been installed. The AM also reported the new garage doors had been ordered and a contractor had been selected and given the go-ahead to complete repainting of the exterior metal surfaces of the treatment plant. The board asked the AM to keep them apprised of the progress with this project.
13. The manager reported that usage and sales remained strong through the first half of 2005. It was reported that even with unexpected repairs the district was below budget with sales running ahead of estimates. The AM was instructed to further analyze this trend in his 3rd quarter review due in October 2005.
14. The meeting was adjourned at 1437 hr.
Trustee McNelis motioned, Trustee Carter second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager