

23 December 2003

MEMORANDUM

From: Administration Manager
To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 9 DECEMBER
2003

**MINUTES FOR 9 DECEMBER 2003 BOOTHBAY REGION WATER DISTRICT BOARD
OF TRUSTEES MEETING**

The Board of Trustees convened at 1400 hrs. In attendance: Trustee Pinkham (Vice Chair), Trustee McNelis, Trustee Crawford, Administrative Manager Bob Raudenbush, Manager Jon "Ziggy" Ziegra. Guests: Absent: Trustee (Chair) Irving, Trustee McNelis

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 25 November 2003 meeting were approved *Trustee McNelis motioned, Trustee Crawford second, vote: unanimous*
3. The Board approved warrants 69, 70, 71. The AM was directed to come up with a better way to show the gross payroll and District costs.
Trustee motioned, Trustee Crawford second, vote: unanimous
4. The Manager provided the Board a highlight of the Kenniston Hill Standpipe/East Boothbay Interconnection project. This provided Trustee McNelis the same information as the Board received last meeting where Trustee McNelis was absent.
5. The Manager stated that Fluoridation of the water supply has begun effective this date. So far, no hitches had occurred but it's too early in the learning curve for the operators to be comfortable with the automatic process and they will be monitoring it closely.
6. The Department of Parks and Lands had requested additional information due to the letter by Mr. and Mr. Andrew Cozzi, Somerset, New Jersey. A response to the State was reported being drafted to answer any further questions and was to be sent directly to the State.
7. The Manager reported that Brenda Blackman of First National Bank had called and stated that a further payment option was available for the Knickerbocker pump loan in that the a 30 year loan at 2.49% for two years then 1.25% over prime the life of the loan and the loan is renegotiable every year. This option is better than the State Revolving Fund can offer.
8. The AM reported that the budget for 2004 was in process and that further conversations with the Manager are needed to be able to move ahead. Due to a main break over the weekend and employee evaluations due this week and next, this will delay the process but an attempt would be made to have a draft by December 18.

9. The Manager reported the water resources to be in good shape. The DEP is scheduled to visit the Texaco station on Tuesday, December 16, due to the finding of gasoline and gasoline by products in the stream by their location. Although not required we made a courtesy notification to the Boothbay CEO.
10. Trustee McNelis inquired on the status of CC-Net. The Manager reported Attorney Geoff Hole was sending an eviction notice and as directed both the Towns of Boothbay and Boothbay Harbor had been notified service would be discontinued in the future. As of this meeting, no eviction notice had been delivered. The AM went on to report he had a backup plan in place with GWI for web hosting and DSL service (much faster than present service). The cost upon eviction of CC-Net will be \$1,560.00/year for the new service.
11. Trustee Pinkham asked for discussion regarding changing Trustee meeting times to 1PM rather than the current 2PM. Trustee McNelis made a motion to change the meeting time to 1PM with Trustee Crawford seconding the motion. The vote was unanimous.
12. Trustee Pinkham asked for a discussion regarding Christmas bonuses for employees. After some discussion, it was decided to give bonuses equaling last years amounts and that these bonuses were no way to be considered a past practice for employment agreements in the future. It was also agreed to allow employees have December 26th off as paid leave due to it being a Friday. This again was not to be considered as a past practice in any future employment agreements.
13. The downsizing request from Steve Rogers (formerly Emma Hickel property) to go from a $\frac{3}{4}$ " meter to a $\frac{5}{8}$ " meter was approved with the stipulation that if in the future, pressure becomes a concern then the meter will have to upsized to $\frac{3}{4}$ ".
Trustee McNelis motioned, Trustee Pinkham second, vote: unanimous
14. Trustee Crawford requested that a letter of commendation be issued to those employees present at the main break over the past weekend. The Manger stated he would work on a draft for approval.
15. Trustee Pinkham stated that it that time of year to do an evaluation for the Manager. The Board discussed task rotation and designated Trustee McNelis begin the process.

The next meeting is scheduled for December 30, 2003 at 13:00.

The meeting adjourned at 14:47

END OF MINUTES

Respectfully Submitted,
Robert J. Raudenbush
Administration Manager