

23 March 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 9 MARCH 2004

MINUTES FOR 9 MARCH 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" Ziegler, Guest: Mr. Don Hale, Boothbay Harbor Yacht Club, Mr. Andy Mathews, Boothbay Harbor Yacht Club Absent: Trustee (Chair) Irving.

1. Trustee Pinkham called the meeting to order at 1300 hr.
2. The minutes of the 23 February 2004 meeting were approved.
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous
3. The Board approved warrants 12, 13 & 14
Trustee Crawford motioned, Trustee McNelis second, vote: unanimous.
4. The Board recognized Mr. Don Hale and Mr. Andy Mathews of the Boothbay Harbor Yacht Club over a bill dispute arising from a private water main break at the Yacht Club facility in Boothbay Harbor occurring 3 February 2004 through 6 February 2004. Mr. Mathews explained the Yacht Club's perspective on the chain of events leading up to the main break and stated the private eight inch main on Yacht Club property remained charge due to a communication error between the Yacht Club and the district. Therefore, he maintained the Yacht Club was not responsible for the bill for lost water and labor tracking the leak down. The Manager presented the argument for the district citing the chain of events including: correspondence leading up to the leak; methodology in tracking the leak down; Public Utilities Commission rules on ownership, maintenance and liability for private water mains; and methodology for deducing lost water due to this leak. The Manager did concur with Mr. Mathew's argument that there had been a communication problem. The Board examined the facts and passed a resolution holding the Yacht Club responsible for the labor bill for that expended by the district tracking the leak down (\$420.00) and one half the estimated lost water cost (\$1115.97).
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
5. The Manager presented the board with an overview of the Kenniston Hill Standpipe/East Boothbay Interconnection project that after review of the bid; Contract #1 was awarded to Preload Tanks Inc. for \$865,838.00 per Trustee directive. The Manager also reported Contract #2 bid opening was scheduled for 11 March 2004 at 1400 hr. The first construction meeting was scheduled for 19 March 2004 at 1300 hr.
6. The Manager reported the Knickerbocker Intake hyper accurate bathymetry had been completed and the specific point for which the intake would be placed had been selected.

This information had been transmitted to the Maine Department of Conservation (DOC) and the U.S. Army Corp of Engineers for concurrence. The Manager also reported that the DOC was satisfied with the district's answers to the Cozzi complaints but left the door open for future comment.

7. Ordinance updates were next discussed. The Manager reported he had met with Ms. Marian Anderson, Code Enforcement Officer (CEO) for the Town of Boothbay as directed. He reported after the agreed upon tact for the district's conveyance of a position to appease the Town of Boothbay had been rejected and the planning board was not, at that time, endorsing any drinking water protection ordinances. The Board discussed options including a do nothing approach, clarification of position and the organizational structure of the Town of Boothbay. Trustee Curtis motioned a letter to be sent to the Boothbay board of selectmen clarifying the district's position in that it would fund a temporary position to "size the job" and fund a future assistant to the CEO if needed. The Board also directed a caveat be added that the district maintain some control of the position. If rejected by the Town of Boothbay then the board would adopt a position proposed by the Manager. The board passed the position unanimously
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
8. The Administrative Manager (AM) and Manager presented the Board with an update on recent efforts to initiate a regional geographical information system (GIS). A steering committee was reported formed including Mr. Joseph Lewis, Town of Boothbay Harbor, Mr. Chris Higgins, Boothbay Harbor Sewer District, the AM and the Manager. It was reported the steering committee met twice and outlined the following objectives: (1) determine the need and requirements; (2) develop a bid specification; and (3) develop a hardware system that is in the best interest of all those involved. It was reported the project would be ready for bid 1st quarter 2005.
9. Land acquisition was next discussed. It was reported Mr. and Mrs. Clifford had agreed to a selling price of \$520,000.00 for the Adams Pond property however a purchase and sales agreement had not been signed. It was further reported the Mr. Steve Dunn, PUC had reviewed the land acquisition/liquidation strategy and approved the purchase/sale. The board also discussed the PUC approved liquidation of the Ocean Point property and asked the Manager to seek legal opinion for the method of sale and report back at the 23 March 2004 meeting.
10. The board accepted the resignation of Trustee Marshall Irving, Chairman, Boothbay.
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous
11. The Manager was tasked to ascertain if Trustee Crawford could run for the unexpired term of Trustee Irving instead of his three-year term. The Manager reported he would seek legal opinion and report to Trustee Crawford the next day.
12. The meeting was adjourned at 1335hr (new record)
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous

END OF MINUTES

**MINUTES SPECIAL MEETING 11 MARCH 2004 BOOTHBAY REGION WATER
DISTRICT BOARD OF TRUSTEES MEETING**

The Board of Trustees convened at 1300 hrs. In attendance: Trustee Pinkham (Vice Chair), Trustee Crawford, Administrative Manager Bob Raudenbush, Manager Jon “Ziggy” Zieggra, Guest: Mr. Jeff Preble P.E., Wright-Pierce Engineering Absent: Trustee (Chair) Irving, Trustee Curtis, Trustee McNelis.

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. Trustee Pinkham read bids for Kenniston Hill Standpipe/East Boothbay Interconnection project Contract #2 as follows:
 - a. S. E. Macmillan - \$1,978,777.77
 - b. Harry Crooker and Sons - \$2,227,668.50
 - c. D & C Construction- \$2,556,235.00
 - d. Harold Warren - \$2,580,472.50
 - e. Sargent & Sargent - \$2,850,307.50
 - f. H. E. Sargent - \$3,148,465.00
3. Trustee Pinkham declared S. E. Macmillan the apparent low bidder.
4. Trustee Curtis motioned to instruct the Manager to contract with S. E. Macmillan to construct the system booster station and piping in accordance with the specifications in Contract #2 after reviewing the bid with Wright-Pierce for accuracy.
Trustee Crawford motioned, Trustee Pinkham second, vote: unanimous
5. Meeting adjourned at 1422 hr.
Trustee Crawford motioned, Trustee Pinkham second, vote: unanimous

Respectfully Submitted,

Jonathan E. Zieggra
Manager