

14 December 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 9 NOVEMBER 2004

**MINUTES FOR 9 NOVEMBER 2004 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 Curtis (Treasurer), Administrative Manager (AM) Bob Raudenbush, Manager Jon "Ziggy" Ziegra. Guest: None. Absent: Trustee Carter.

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 26 October 2004 meeting were approved.
Trustee McNelis motioned, Trustee Curtis second, vote: unanimous
3. The Board approved warrants 63, 64 & 65
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
4. The manager reported Contract #1 was essentially complete. Contract #2 was next discussed. The supervisory control and data acquisition (SCADA) system and minor punch list items for the booster station still remained. The manager estimated the SCADA was approximately 80% complete. He went on to report new, more powerful radios had been installed at the remote SCADA sites as well as in the plant. The installation of the new Lakeside Drive pressure reducing valve (PRV) station was reported to be in process. With this PRV installed functional for startup was scheduled for 16 November 2004 and the Meadow Brook Wellfield will be taken off line. Finally, the manager reported Wright Pierce had prepared a detailed cost estimate for this project. Because the cost estimate was very close to remaining funds the board authorized the manager to instruct Wright Pierce to commence design and bid package.
5. The manager reported on 3 November 2004 Chris Higgins, Superintendent, Boothbay Harbor Sewer District and he had received the cost estimate prepared by Wright Pierce, for the proposed sewer and water main extension on Rt. 27. A copy was provided to the Boothbay town manager. On 8 November 2004 the Boothbay Board of Selectmen held a public hearing concerning the application for a CBDG grant for the proposed main extension on Rt. 27. Steve Levy, Maine Rural Water Association, conducted the public meeting in accordance to state and Federal rules. The presentation was both televised and reported in the Boothbay Register. The Boothbay board of selectmen voted to proceed. Because this project would require the district to possibly take on "paper debt" the board instructed the manager to contact Mr. Levy and increase the district's debt limit from \$12M to \$20M as a part of the current charter change.

6. The manager reported nothing new on the status of the Knickerbocker Lake Intake project.
7. The manager reported as directed Geoff Hole Esq. Had made the necessary changes to the agreement for an assistant code enforcement officer with the Town of Boothbay as requested by the trustees. The current draft was reported signed by the chairman of the Boothbay board of selectmen. After review the board accepted the revised draft and Trustee Pinkham signed the agreement.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
8. The board took no action on the disposition of the Squirrel Island water main.
9. The manager reported the new key control plan would be initiated within the next two weeks. The manager reported the fencing of the West Harbor Standpipe was nearing completion and received authorization to fence the newly constructed communications tower located adjacent to the treatment plant.
10. The manager reported the easement for the Lakeside Drive PRV was complete.
11. The manager reported the district had failed the most recent lead tests as required by the safe drinking water act. He went on to report that he had been in contact with the Drinking Water Program. It was reported the district would have to mass mail a lead education pamphlet to each customer by the end of the year and retest 40+ samples by 30 June 2005. The district had enlisted the services of Wright-Pierce to analyze the problem and ascertain the cause.
12. Trustee Pinkham requested the manager prepare a listing of priorities for 2005 for the trustees to review. After review the trustees instructed the manager to categorize the list and put it on the next agenda as a discussion item.
13. The board considered a request from the Cumberland County Soil and Water Conservation District for a donation of \$500 for educational activities. The board took no action on this request.
14. The board went into executive session at 1512 hr to discuss personnel matters.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
15. The board came out of executive session at 1515 hr and adjourned at 1517 hr.
Trustee McNelis motioned, Trustee MacPhee second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager

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