

10 June 2003

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 27 MAY 2003

MINUTES FOR 27 MAY 2003 BOOTHBAY REGION WATER DISTRICT BOARD OF TRUSTEES MEETING

The Board of Trustees convened at 1400 hrs. In attendance: Trustee (Chair) Irving, Trustee (Vice Chair) McNelis, Trustee Curtis, Trustee Crawford, Trustee Pinkham, Administrative Manager Bob Raudenbush and Manager Jon "Ziggy" Ziegler. Guests: Mr. John Van Orsdell, Knickerbocker Lake Association

1. Trustee Irving called the meeting to order at 1400 hr.
2. The minutes of the 13 May 2003 meeting were approved.
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous
3. The Board approved warrants 28, 29 & 30.
Trustee Crawford motioned, Trustee Curtis second, vote: unanimous
4. The Manager provided a land acquisition update stating Terry Leighton Surveying had been on the property and the deed was being worked on at Attorney Griffin's office. The closing would be slated for late June.
5. The Manager reported the Boothbay Planning Board was considering three subdivisions, two in the Knickerbocker Lake watershed and one in the Adams Pond watershed. It was reported that the Shyberg development had been changed to 6 waterfront lots on Knickerbocker Lake with a road. The Leigh Davis subdivision had been presented to the Planning Board with wells and septic systems, not the public water and sewer requested by the District. Arthur Reed's subdivision was still on hold. The Planning Board took no final action. Finally, the Planning Board scheduled a workshop on public water supply protection ordinances for 4 June 2003 at the District Office.
6. The Administrative Manager (AM) provided the Board with a budget update. Expenses, following a linear line, should be at 40% and are at 43%. Conversely, revenues should be at 40% and were at 55%. The AM reported he had scheduled a meeting with Mr. Gordon Labay, Rate Engineer, to forecast timing and need for future rate increases because of upcoming projects. It was reported that the money market account had \$437,427.27 and the checking account had a balance \$291,517.00. The AM stated he would be transferring \$250,000.00 into the money market account by week end. Trustee Irving asked could the District operate with just \$40,000.00 in the checking account? The AM reported that another billing cycle had commenced and there would be sufficient funding. Trustee Irving instructed the AM to develop a matrix comparing the past two years for expenses and revenues by the next meeting. Finally, the AM reported that the auditor would be providing the Board with the 2002 financial audit report at the next meeting.

7. The Manager reported he had met with Jeff and Jason Harris concerning the property on Kenniston Hill. In addition the Manager reported he had met with Wright-Pierce and ordered the preliminary survey work for the Kenniston Hill/East Boothbay Interconnection. The target dates were to complete the engineering, land acquisition, and bid packages this year so that a bid date for January/February 2004 could be accomplished. Construction is slated for 2004.
8. The Fluoridation Project was reported to be on-track. Construction was slated to begin the third week in June.
9. The Manager reported the DEP had released a preliminary amendment to the current Knickerbocker Lake Natural Resources Protection Act (NRPA) permit. A limit of 51.5 MGY was placed on the District for withdrawal. The Manager expressed that is not what he was hoping for but the permit did have mechanisms to increase this withdrawal rate if it is proven that a substantial threat to Campbell Stream does not exist. The funding for the Knickerbocker Pump Station was stated to be coming from the State Revolving Fund (SRF) and after the Manager consulted with Mr. Steve Levy, Maine Rural Water Association, it appeared the District was not eligible for any loan forgiveness or reduced interest rates. Trustee McNelis instructed the Manager to follow up with this fact with the Drinking Water Program and report back to the Board.
10. The AM provided the Board with an update on the District's web site, www.bbrwd.com, and reported the site was now very functional. He reported minutes, procedures, history and a multitude of other facts had been posted. It was reported that any customer could find information that could answer many common questions.
11. Trustee Irving opened bids, of which there was only one, for the new ¾ ton utility truck. After reviewing the bid the Board accepted the bid from Strong Chevrolet, for a Chevrolet Silverado for the price of \$17,995.00 and opted to include extended coverage for the vehicle. *Trustee Curtis motioned, Trustee Pinkham second, vote: unanimous*
12. The Board took up the Robert & Pricilla Frazer abatement request. It appeared that a failed hot water heater had used an out of the ordinary amount of water. The Frazer's reported that it had leaked to a floor drain and they had been unaware. After careful consideration the Board approved an abatement of \$1,200.00 with the condition that the hot water tank be replaced. *Trustee Pinkham motioned, Trustee McNelis second, vote: unanimous*
13. Trustee McNelis inquired when CC-Net was obligated to provide high speed Internet to the District. It was report by 30 June 2003.
14. The Trustee's deliberated on updating the goals of the District. After lengthy discussion the following was determined:

Priority List-1st Draft

Long Term		Short Term	
1	Adams Pond Dam	1	Kenniston Hill & East Boothbay Interconnection

2	GIS	3	Knickerbocker Pump
3	Upgrade Rte 27 to River Road	5	Incremental Main Replacement
4	Watershed Land Acquisition	4	EBB Looping
5	Property on Rte 96-EBB	2	Boothbay Watershed Protection Ordinances

15. The Board of Trustees instructed the Manager to investigate the structural status of the Adams Pond Dam and make recommendations as to any possible upgrade or replacement.
16. The meeting was adjourned at 1517 hr

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegra
Manager

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