

12 August 2003

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 22 JULY 2003

MINUTES FOR 22 JULY 2003 BOOTHBAY REGION WATER DISTRICT BOARD OF TRUSTEES MEETING

The Board of Trustees convened at 1400 hrs. In attendance: Trustee Pinkham (Vice Chair), Trustee Curtis, Trustee McNelis, Trustee Crawford, Administrative Manager Bob Raudenbush and Manager Jon "Ziggy" Ziegler. Guests: None. Absent: Trustee (Chair) Irving

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 8 July 2003 meeting were approved with minor changes.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
3. The Board approved warrants 40, 41 & 42.
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous
4. The Manager provided the Board with a status report on the acquisition of the Gosselin property. It was reported that he had met with Mr. Gosselin and Carl R Griffin III Esq. and worked out the final language of the warranty deed. The package has now been sent to Mr. Gosselin's attorney for review. After review has been completed it is anticipated a closing date will be set and executed.
5. The Manager reported that he and Trustee Irving had attended the regular Boothbay Planning Board meeting on 15 July 2003. Of interest to the District was the tentative approval of Stonewall Acres, contingent to Maine Department of Environmental Protection (DEP) review and permitting. It was reported that the Planning Board set a date for 30 July 2003 for a watershed protection ordinance workshop. The Planning Board requested at that time a priority list is developed from the District for components of the ordinance. The Manager presented the Board with the District's priority list, signed by the Chairman of the Board, to be sent to the Planning Board. Trustee Curtis expressed concern over the private roads being approved by the town with no maintenance provisions. Trustee Curtis stated that it was preferable to the District to have roads built to town standards so that they will be properly maintained.
6. The Administrative Manager (AM) reported that on a linear projection the District should have expended 56% of the budget and taken 56% of the budgeted revenue. As of the time of the report the District had expended 58% of the budget and taken 56% of the revenue. It was further reported that the District had not paid itself back from the Giles Place main replacement nor had it deducted any charges on the fluoridation loan, all work to date paid from operating funds. Therefore, the AM was very optimistic with the cash position of the District.

7. The Manager reported that work on the Kenniston Hill/East Boothbay Interconnection project had begun. He reiterated that he had signed a contract with Wright-Pierce for engineering services. As a result of this contract Leighton and Associates had begun an intensive survey of the Kenniston Hill site as well as other affected areas in Boothbay, as well as performing the boundary survey for the purchase of Kenniston Hill property. Carl R. Griffin Esq. had been notified to begin land procurement procedures with JJR Associates. It was further reported ledge borings would begin on 24 July 2003. Finally, the Manager reported that he had not received a commitment from the JJR Associates on whether or not sewer would be included in the contract.
8. The Manager reported the Fluoridation project was on-schedule with the revised work plan submitted by T-Buck Construction Inc. It was reported that the slab had been poured and met all specifications. Additionally it was reported that the framing was also begun. The Manager reported that two change orders had been initiated; the first for a motion sensor; and the second, a foundation drain. The cost for the foundation drain was still in dispute. The Manager relayed that T-Buck Construction Inc. was changing site superintendents. The present superintendent specialty was foundation and concrete and the new one was more experienced in structural and mechanical construction. The AM reported that the site representative for Wright-Pierce, Mr. Brett Jones was very competent and seemed to be doing a good job.
9. It was reported that the Knickerbocker Pump Station project was on hold awaiting the completion of the Environmental Impact Report. The Manager also relayed to the Board that Senator Chris Hall had visited the Treatment Plant and expressed an interest to be copied on all correspondence with the State so that he could lend his efforts to secure the State Revolving Fund money for the intake.
10. The AM reported that he had had no correspondence with any banks for the consolidation of debt.
11. The AM and the Manager explained that their working relationship had greatly improved. In order for the wireless Internet and the SCADA to improve reception, CC-Net offered to construct a 100 ft. communication mast to improve the line of sight to the Mt. Pisgah Standpipe. The Manager reported that he would be meeting with the Boothbay Code Enforcement Officer (CEO) to ascertain what permits need be obtained. Trustee Curtis offered, due to his work in the Boothbay Harbor Board of Appeals, he was aware of a "utilities exemption" for height requirements and to bring this to the Town of Boothbay's attention. Additionally, Trustee Curtis instructed the Manager make CC-Net aware, due to Homeland Security directives, the District would allow Lincoln County to install a repeater on the Mt. Pisgah Standpipe to improve radio communications on the peninsula.
12. The Manager updated the Board of Trustees on the actions of the distribution and treatment operations:
 - a. The Manager reported the Lead /Copper testing for the East Boothbay Division failed for copper. It was reported the copper 90th percentile level, legislated at 1.30 ppb was exceeded. There were three failures and the 90th percentile level for copper for the East Boothbay Division was 1.35 ppb;
 - b. There remained less than 30 meters in the East Boothbay Division that required upgrade and the meter maintenance program in the East Boothbay Division had been a success;

- c. The hydrant maintenance program was going very well with planned replacement of the hydrant on Commercial Street Extension, with the help of Spicer Trees Inc.; and
 - d. It was reported the exceptional work the treatment staff and the Chief Treatment Plant Operator was making in securing watershed protection grants and working to lay the ground work for future research on Adams Pond and Knickerbocker Lake, as well as exceptional success in operating, efficiently the Adams Pond Treatment Plant.
13. The Manager reported the existing water in Adams Pond was being consumed at a greater rate than that during the worst drought year, 1991. The Manager reported that the regression of the “use curve” was disturbing but advised the Board to take no actions at this time. Trustee Curtis asked if the Knickerbocker Pump was operational. The Manager replied that it was. The Manager went on to report the draw down levels on the Meadow Brook Wellfield were becoming weak and that a greater dependence was needed on the Harbor Division.
14. The Board considered an abatement request by Ms. M. Griffin for a leaky toilet that had created an inflated bill. Trustee Curtis stated that the intention of the abatement program was for disaster related actions and not general maintenance problems. He motioned not to grant the abatement.
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous
15. The AM took reservations for the Annual Maine Water Utilities Clambake to be held at Thomas Point Beach on 14 August 2003. The Manager reported as to tradition he would bring as much of the crew as possible, leaving only a skeleton crew for the day. The Board concurred stating it was a very good event for morale.
16. The meeting was adjourned at 1447 hr
Trustee Crawford motioned, Trustee McNelis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager