

9 March 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 24 FEBRUARY 2004

**MINUTES FOR 24 FEBRUARY 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, Manager Jon "Ziggy" Ziegra, Guest: Hon. Bruce McDonald, Selectmen, Town of Boothbay Absent: Trustee (Chair) Irving, Trustee McNelis, Administrative Manager Bob Raudenbush.

1. Trustee Pinkham called the meeting to order at 1300 hr.
2. The minutes of the 11 February 2004 meeting were approved.  
*Trustee Curtis motioned, Trustee Crawford second, vote: unanimous*
3. The Board approved warrants 9, 10 & 11  
*Trustee Curtis motioned, Trustee Crawford second, vote: unanimous.*
4. The Manager reported Contract #1 for the Kenniston Hill Standpipe/East Boothbay Interconnection project would be let 26 February 2004 at 1400 hr. This contract would include the construction of the 500,000gallon Kenniston Hill Standpipe, construction of the access road and the installation of all utilities to Country Club Road. It was further reported Contract #2 would be let 11 March 2004 at 1400hr. and would include the majority of the main installation, construction of the booster station and installation of two pressure reducing valves to complete the East Boothbay interconnection. Finally, the Manager reported all of the permits and required paperwork for the project was complete and in order with the exception of the Boothbay Chamber of Commerce easement which he was working through Carl R Griffin III Esq.
5. The Manager reported the required information, as dictated by the Maine Department of Conservation (DOC), in response to the Cozzi complaint, had been gathered by Wright Pierce and the data had been reported to the DOC. Wright Pierce personnel and the Chief Treatment Plant Operator had completed a hyper-accurate bathymetric survey earlier in the week and the precise intake position had been determined. In addition, the Manager relayed the environmental portion of the Rural Development (RD) Agency paperwork had been submitted and funding options still looked strong.
6. Trustee Curtis provided the Board with an update of the current effort for initiation of drinking water protection ordinances with the Town of Boothbay. It was reported the Manager had been tasked to contact the Boothbay Code Enforcement Officer (CEO), which had been completed, and develop an outline to meet the Planning Boards demands for increased funding of enforcement. As directed, the Manager reported that he had met with the CEO and jointly formulated the following strategy to meet the Planning Boards demands.

BOOTHBAY REGION WATERSHED COMMISSION

BOARD - BRWD Manager & Boothbay CEO

GOALS - Educate, Encourage and Enforcement

PHASE I- Hire a summer intern for 2004 to ascertain if there is a need for future staffing.

INTERN POSITION -

- a. Intern would answer to the CEO only
- b. Term would be May through September
- c. The District administered through the Town; would provide Funding;
- d. Funds would be fenced so that the only the CEO could commit them for public water protection
- e. Town of Boothbay annually audits the fund at its expense
- f. Intern to prepare a report at the end of the term
- g. Commission reassess need at the end of the term

PHASE II Assess relative need and design future manning requirements.

The Manager reported that if approved by the Board it would be sent on to the Planning Board for concurrence. The Board instructed the Manager to prepare an agreement with the CEO when and if the Planning Board approved the concept. The Board approved the draft plan.

*Trustee Curtis motioned, Trustee Cranford second, vote: unanimous*

7. The Manager reported that he had offered the Clifford's \$500,000 for the property and asked that they concede a \$20,000 gift in exchange for naming the wild bird nesting area in their honor. After deliberation the Clifford's rejected this offer. As directed, the Manager reported he had counter offered the full \$520,000 pending Public Utility Commission (PUC) approval. No word on acceptance at this time.

The Manager reported the District had PUC approval to liquidate the Ocean Point property for proceeds to be used in the watershed land acquisition account. The Manager stated a percolation test was left to be done and would be put up for auction in the May/June timeframe.

8. The Manager relayed the to date revenues outstripped expenses by approximately \$60,000 with a heavy bond payment in the future. The financial status seemed to be on track with slightly higher labor costs due to the inordinate amount of overtime because of high number main breaks.
9. The Manager reported he had met with the Towns of Boothbay Harbor, Boothbay and the Boothbay Harbor Sewer District (BHSD) to explore the options of instituting a regional geographical information system (GIS). A steering committee comprised of the Manager, BHSD Superintendent, Boothbay Harbor Public Works Director and the Administrative Manager had been formed to develop a specification, cost estimate and timeline for completing this goal.

10. Sebago Technics Inc. provided the Board, via mail, a preliminary outline of the proposed Bigelow Laboratory development in East Boothbay.
11. The Manager reported homeowners had approached him on the Butler Road who were very interested in seasonal water after the new main is installed. The Manager reported he instructed them to petition the Boothbay Board of Selectmen to fund the project.
12. The Manager reported Mr. Gordon Labay was working the rate increase and there would be more to report 9 March 2004.
13. The meeting was adjourned at 1335hr (new record)  
*Trustee Curtis motioned, Trustee Crawford second, vote: unanimous*

END OF MINUTES

**MINUTES SPECIAL MEETING 26 FEBRUARY 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, Manager Jon "Ziggy" Ziegra, Guest: Mr. Jeff Preble P.E., Wright-Pierce Engineering, Preload Tanks, Natgun Tanks, EJP Absent: Trustee (Chair) Irving, Trustee McNelis, Administrative Manager Bob Raudenbush.

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 #1 as follows:
  - a. Natgun Tanks - \$908,482.00
  - b. Preload Tanks - \$865,838.00
3. Trustee Pinkham declared Preload Tanks the apparent low bidder.
4. Trustee Curtis motioned to instruct the Manager to contract with Preload Tanks to construct the Kenniston Hill standpipe in accordance with the specifications in Contract #1 after reviewing the bid with Wright-Pierce for accuracy.  
*Trustee Curtis motioned, Trustee Crawford second, vote: unanimous*
5. Meeting adjourned at 1417 hr.  
*Trustee Curtis motioned, Trustee Crawford second, vote: unanimous*

Respectfully Submitted,

Jonathan E. Ziegra

Manager