

22 June 2021

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 8 JUNE 2021

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: Sue Mello, Natural Resource Program Manager (NRPM). Absent: None.

1. The board approved the minutes for 25 May 2021.  
*Trustee Climo motioned, Trustee Anthony second, vote: unanimous.*
2. Approve Transactions for 24 May 2021 through 4 June 2021  
*Trustee Climo motioned, Trustee Anthony second, vote: unanimous.*
3. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 8 June 2021*. The manager reported that customer billing to be released on 1 June 2021 had a value of \$49,981.50. During the previous period, the district received six (6) new service applications and added no new customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 8 June 2021	
Account	Balance
Business Checking	\$ 22,842.37
Deposit Sweep Account	\$ 467,191.70
<b>Liquidity Total</b>	<b>\$ 490,034.07</b>
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,339.53
Land Acquisition Fund	\$ 2,514.72
Capital Reinvestment Fund	\$ 300,131.25
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,653.59
EBB Upgrade 91-20	\$ 62,288.58
Bank of Maine Unemployment CD	\$ 17,295.00
<b>Designated Fund Total</b>	<b>\$ 454,295.72</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 944,329.79</b>

- a. **Vulnerability Assessment** – The manager reported that this exercise was nearing completion with the completed report to be ready by the next trustee meeting.
- b. **Tyler Cyber Security Audits Update** – The manager reported that the *Tyler Tech* kick-off meeting would be held on 10 June 2021. The manager reported that both the Administrative Manager (AM) and he should be in attendance with a report to follow.
- c. **CastleGarde Report** – The manager provided the board with a copy of the CONFIDENTIAL REPORT provided by *CastleGarde* which indicated favorable findings for the district. Trustee Blakeslee took issue with the report in that *CastleGarde* in that the report was copywritten. Trustee Blakeslee informed the manager and the board, that the report “was the districts. We paid for it!” and informed the board that the report, as currently written could not be shared, even with another municipality. After discussion, the board instructed the manager to contact *CastleGarde* and demand a version of the report without copywrite.

4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in person by the NRPM:

The NRPM provided the board with a report on various efforts being undertaken regarding land acquisition and watershed status. The NRPM reported that the purchase and sales agreement for the Rowe Property had been completed and that the district would receive \$38,000.00 in principal forgiveness from the Maine Drinking Water Program on a \$75,000.00 price of this land acquisition. The board unanimously approved the borrowing resolution and the chairman of the board signed the resolution.

Additionally, the NRPM discussed collaborative efforts currently underway and the status of watershed land acquisitions currently under negotiations by the Boothbay Region Land Trust (BRLT).

5. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.
- a. **Human Resources (HR)** – The manager reported that on 7 June 2021, Hunter Arsenaault began service and on 8 June 2021, Steve Reny began service. Both had gone through the HR briefing and had been enrolled in all applicable benefit programs as well as provided critical documentation. Lastly, the manager informed the board that on 2 June 2021 the summer work schedule began with only the DD working 0600 hr. to 1630 hr.
  - b. **Training Update** – The manager reported that due to the COVID-19 pandemic, mandatory training had fallen off and was currently deficient. The AM was in the process of assessing what training was necessary and arranging for said training. Staff had been notified that required training was forthcoming.

6. **TREATMENT DIVISION (TD)** —The manager reported filter train efficiency remained at 100% for both clarifier and filter performance. Key chemical additions remained at 110% of average for the time of year.

For the previous period, finish water production averaged 0.6950 MGD, outpacing the same period in 2020 which averaged 0.6347 MGD.

Adams Pond had ceased discharging with 240 MG in reserve as compared to 249.2MG at and is now at 93% normal capacity.

- a. **Drought Report** – During the previous period, the Boothbay region remained in a D0 Drought (*Abnormally Dry*), with the drought encompassing 66% of the land mass statewide. Currently, only Aroostook County is not in drought.
7. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD were engaging in normal summer work activities, very top-heavy regarding customer service work. A major focus was training new utilities technicians, a theme that would continue well into the future.
  8. **5 RIVERS REGIONAL WATER COUNCIL** –All previously reported actions were pending. The next managers meeting is scheduled for 10 June 2021 in Topsham.
    - a. **Edgecomb Board of Selectmen Update** – The manager reported that on 1 June 2021, Chris Cossette, Superintendent, Wiscasset Water District (WWD), and he had attended a town of Edgecomb selectman’s meeting which he reported to have been very successful. Below was a news article which had been published in the most recent addition of the *Wiscasset News*. The manager went on to inform the bboard that both Mr. Cossette and he had been requested by the selectmen to discuss this initiative, with a more formal presentation, to be scheduled in September. The manager concluded this report by informing the board that he would be meeting with *Dirigo Engineering* to create a place holder for all, or part of the project of securing and installing infrastructure within the Rt 27 and Rt 1 corridors in preparation for a pending federal infrastructure bill.

**WISCASSETT NEWS**, 3 June 2021 - *Selectmen also discussed the possibility of further expanding Wiscasset Water District’s operation in Edgecomb. The district services Davis Island, but Midcoast water officials believe further expansion into Edgecomb would provide region-wide benefits. Wiscasset Water District Superintendent Chris Cossette and Boothbay Region Water District Manager Jon Ziegler explained how expansion into Edgecomb fits into longer term regional water plans. Both Wiscasset and Boothbay water districts are members of the Five Rivers Regional Water Council which also includes Bath, Brunswick/Topsham and Great Salt Bay systems.*

*The council’s long range plan is connecting Bath to Boothbay. The water line would run along U.S. Route 1 and up Route 27 through Edgecomb. “Edgecomb has been involved in our capital improvement plans for years. This is part of a long term plan 20 to 50 years in the future,” Ziegler said. Selectman Ted Hugger thought the proposal would benefit business expansion along U.S. Routes 1 and 27. “It’s just something that makes sense and would be good for business,” he said.*

*Edgecomb plans on future discussions with Cossette and Ziegler about the proposal. Selectmen meet next at 6 p.m. Monday, June 14 in the town hall.*

9. **LAND ACQUISITION UPDATE** –See 2 **NATURAL RESOURCES PROGRAM, (a) Land Acquisition**
10. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status
11. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** – Awaiting Bid Documents
12. **TOWNSEND LEDGE SUBDIVISION, SOUTHPORT** - Since the previous meeting, the district had received a signed contract and met with the developer on-site. According to the developer a check was in the mail to cover district costs in constructing the new water main. The manager reported that he had commented on the proposed easement, which should be in-place by the next meeting at which time the manager would most likely make a formal recommendation to the board to issue a Notice to Proceed with the proposed 600-ft, six-inch, high density polyethylene (HDPE) water main, including nine service taps and one fire hydrant to be placed at the discretion of the Southport Fire Chief. The manager informed the board that the district would purchase the required materials once the check had arrived and cleared but would begin no work until the board has issued a Notice to Proceed. The installation was tentatively scheduled for mid-July.
13. **LEW CURTIS ANNEX ROOF** – The board overrode the manager and *Dirigo Engineering* decision for an in-situ roof repair, ordering that *Lajoie Brothers Inc.* see to it that the roof is replaced properly in its entirety.  
*Trustee Climo motioned, Trustee Anthony second, vote: unanimous.*
14. **REOPENING TRUSTEE MEETINGS TO BE IN-PERSON AND WITH PUBLIC ATTENDANCE** - The board instructed the manager to enforce a policy of providing masks for use by the public during public meetings. Any public member who has not been vaccinated for the COVID-19 virus, and wishes to attend a trustee meeting or workshop, will be required to wear a mask.  
*Trustee Climo motioned, Trustee Bellows second, vote: unanimous.*
15. The meeting was adjourned at 1945 hr.  
*Trustee Climo motioned, Trustee Bellows second, vote: unanimous.*

END OF MINUTES

