

24 November 2020

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 10 NOVEMBER 2020

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 Resources Program Manager (NRPM). Absent: None

1. The board approved the minutes for 27 October 2020.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous*
2. Approve Transactions for 26 October 2020 through 6 November 2020  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous*
3. **ADMINISTRATION** – The manager provided the board with Table 1 – *Boothbay Region Water District Cash Account Status Report as of 10 November 2020*. The manager reported that cash flow continued to improve once past the 1 November 2020 billing. Seasonal overage billing was still in process, with that morning’s total billing value at \$387,667.10. Yet to be added into that total were the readings from Squirrel Island and several seasonal off of year-round water mains. Over the past period one (1) new year-round customer was added with the district receiving one (1) new service application.

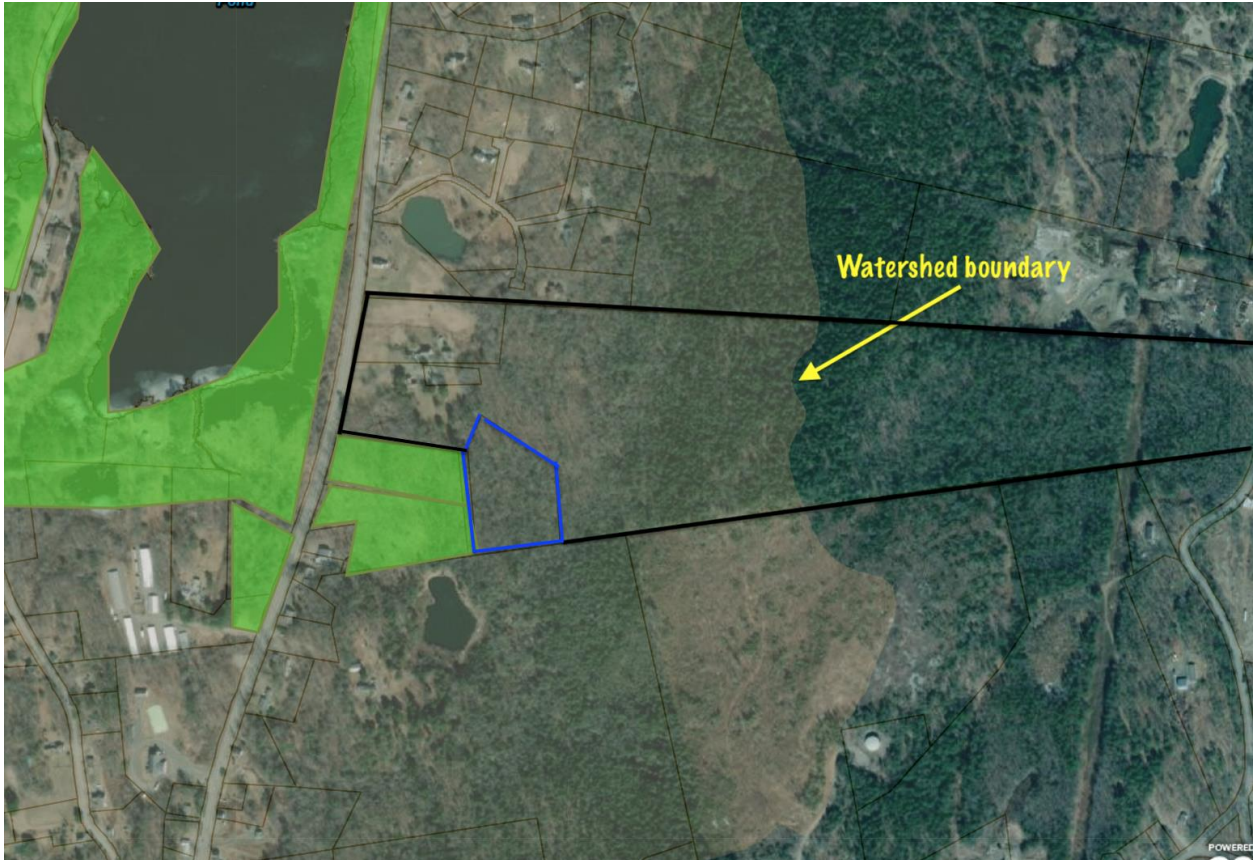
Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 November 2020</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 34,314.31
Deposit Sweep Account	\$ 141,070.35
<b>Liquidity Total</b>	<b>\$ 175,384.66</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,337.17
Land Acquisition Fund	\$ 14.72
Capital Reinvestment Fund	\$ 131.24
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 37,321.28
EBB Upgrade 91-20	\$ 56,056.61
Bank of Maine Unemployment CD	\$ 17,295.00
<b>Designated Fund Total</b>	<b>\$ 136,229.07</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 311,613.73</b>

- a. **Vulnerability Assessment (VA) Update** – In-Process.
  - b. **Boothbay Region Water District 2021 Budget Update** – The manager reported that he had had one meeting thus far, asking supervisors to review their current operations as well as reviewing the district capital improvement plan to outline specific objectives and potential purchases for 2021. The administrative manager (AM) and manager were scheduled to hold first formal meeting on 19 November 2021 with the objective of making sure all charges are properly coded and a projected cost for year-end can be determined to budget against. The manager stated that any trustee input would be greatly appreciated.
  - c. **Vehicle Disposal** - As authorized by the board, the manager reported that he had sold the obsolete 2006, 4WD utility truck to *Hawke Motors*, Boothbay Harbor for the sum of \$3,000.00 on 9 November 2020.
4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:
- a. **Watershed Conservation Collaborative** - *The collaborative held its first meeting via zoom on October 29. We were encouraged by the meeting and are optimistic.*
  - b. **Boothbay Zoning Ordinance Update** - *Boothbay voters approved the updated Boothbay zoning ordinances (3-1), which included a rewrite of the 2004 watershed protection provisions. The ordinances include better/ new standards within the watershed overlay district to address stormwater management, septic systems, heating oil tanks, fertilizer and pesticide use, impervious surfaces, scale of development, and provide new protection to watershed streams. The Town turned over management of timber harvest to the state except in the watershed overlay, where local zoning ordinances will govern timber harvest. The 500' buffer around both ponds, established in 2004, was split into two zones so that re-use of existing buildings along the Route 27 corridor can occur with strict limitations.*
  - c. **Land Acquisition Update** - *We are cautiously optimistic that Barry and Michael Sherman will be interested in conserving their forested watershed land along Route 27. We have been talking to Barry about conserving this property for years and he has now approached us. Michael's property is 4.4 acres, assessed by the town at \$37,520 (\$8,500/ acre). Barry's property exceeds 65 acres and has frontage on both Route 27 and Butler Road. The town assesses the 61 acres of Barry's forested property at \$195,356 (\$3,200/ acre). I estimate the portion within the watershed of interest for conservation (excluding homestead) at roughly 25 acres. At Barry's request, we will reach out to Michael first. (see Figure 1)*
  - d. **Reports** - *Work on Hamrin monitoring report, 319 grant final reports, and lake withdrawals/ flows/ levels continues. We have renewed the no pesticide spray agreement for Adams Pond and Knickerbocker Lake shorelines with ME DOT. Lake water sampling has been completed for the year. I will have a report on what we observed for next Trustees' meeting.*

The board then questioned the NRPM questions related to ATV use on water district lands purchased through a grant by the Maine Natural Resource Conservation Program (MNRCP). The NRPM informed the board that she was handling the prohibition of ATV's on these lands by contacting the riders directly, which, she reported was correcting the problem.

Lastly the board of trustees officially recognized the NRPM, Sue Mello, for her outstanding work and for her selection by the Knox-Lincoln Soil and Water Conservation District for the Special Recognition **Award for Protecting Deinking Water in the Lower Sheepscot River Basin.**

Figure 1



Barry (outlined in black) and Michael (outlined in blue) Sherman's properties off Route 27 just north of Storage Lane. Adjacent green properties are conservation land recently purchased by BRWD from Linda and Paul Sherman. Shaded brown area shows approximate area within the Adams Pond watershed.

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 he had been made aware, that the contract/non-contract between the Boothbay Region Water District and Teamsters Local #340 was due to expire 31 December 2020. There have been no communications between the district and the union concerning any renegotiations.
  - b. **Training Update** –On-line license training continues.

6. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period declined with clarifier efficiency remaining at 100% and filter efficiency dropping to 93%, mainly due to lake turnover, a normal condition for the time of year. Key chemical consumption rates had climbed as well with key chemical additions rising to approximately 95% of normal.

For the previous period finish water production averaged 0.3841 MGD as compared to the same period in 2019 which averaged 0.3198 MGD.

Current raw water reserves remain unchanged with Adams Pond equaling 201.3 MG.

- a. **Drought Report** – During the previous period, on a statewide level the drought has lessened. However, the Boothbay Region remains in D2 Drought (*Severe Drought*) status with D3 (*Extreme Drought*) conditions continuing to envelop York County. The D2 drought conditions have expanded to include the entire coast line. Conditions to the north have lessened in the previous period to where the majority of the state, inland is now either D1 (Moderate Drought) or D0 (Abnormally Dry).
7. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD busy with dig safe notifications, distribution maintenance, adding customers and working 319 Grant projects while staying current with workload. Over the previous period the whiteboard project list had greatly expanded.
  - a. **Seasonal Water System Shutdown Status Report** – As of that morning the seasonal water system was approximately 95% put to bed for the winter with a few locations in Southport still requiring some attention. The seasonal shutdown is expected to be declared complete by 12 November 2020.
8. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported the next superintendents meeting would occur on 19 November 2020.
9. **LAND ACQUISITION UPDATE** – No change in status
10. **ALTERNATIVE ELECTRIC POWER OPTIONS** – The manager presented the board with a letter he had sent to *Windward LLC* inquiring about either partnering with or selling land to the BRWD for use as a solar farm. The manager had also made contact with *Revision Energy* to update plans and proposals and possible re-siting of the solar farm.
11. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – The manager reported a negotiation meeting had been held with SIVC on 30 October 2020, at the office of *Pierce-Atwood LLC*. Chairman Gamage, attorney Harwood and the manager met with a SIVC representative and their attorney. A confidential settlement offer was currently being considered by the SIVC board.
12. The board went into executive session pursuant to 1 M.R.S.A. §405(6) € *Consultations with Legal Counsel* at 1818 hr.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous*
13. The board came out of executive session at 1829 hr.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous*

14. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported that on 3 November 2020, Progress Meeting #5 was held with Trustees Tharpe and Anthony, the manager, Dirigo Engineering and Lajoie Construction. During the meeting a pay request for \$221,811.20 was approved and is included in the current warrant. a punch list was put together consisting of very minor construction and clean-up issues identified. Since that meeting many of the punch list items had been attended to with final completion to be set in the very near future.
15. **CAMERONS POINT WATER MAIN** –No change in status.
16. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** – The manager reported the following:
  - a. **Barlow Hill** - Since the previous meeting the Barlow Hill portion of this project was reported to be complete. Paving and landscaping was complete with very minor clean-up still outstanding (removal of erosion control).
  - b. **Mariner Way** - Since the previous meeting the water main had been installed with one of two culverts replaced. On 2 November 2020 the second attempt to install the “tap and sleeve and valve” on the existing water main in Route 96 was completed successfully and the attached water main was constructed clear of the state right-of-way. On 3 November the final weld on the high-density polyethylene (HDPE) water main was made. The main was then chlorinated and successfully pressure tested. On 4 November 2020 the water main was then flushed hard with a bacteriological sample taken and transported to the lab in Wiscasset, coming back “clean” on 5 November 2020 at which time all services were activated. Work remains to be completed with the installation of one culvert still needed and final road build-up and grading yet to be completed. An estimated final completion date was set for 12 November 2020.
17. **RAILWAY VILLAGE METER DOWNSIZE REQUEST** – The board approved a meter downsize request made by the *Railway Village* reducing the current 2” seasonal water meter to a 1” seasonal water meter after a thorough review of the managers water use calculations.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous*
18. The meeting was adjourned at 1840hr.  
*Trustee Climo motioned, Trustee Anthony second, vote: unanimous*

END OF MINUTES