

8 March 2022

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 22 FEBRUARY 2022

The Board of Trustees convened at 1800 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Trustee Bellows, Boothbay; Jonathan Ziegler, Manager. Guest: Marcia Wilson, Administrative Manager (AM). Absent: Trustee Tharpe, At-Large (Treasurer).

1. The board approved the minutes for 8 February 2022 with revisions.  
*Trustee Climo motioned, Trustee Tibbetts second, roll call vote: unanimous.*
2. The board approved payroll for 8 February 2022 & 15 February 2022  
*Trustee Climo motioned, Trustee Anthony second, roll call vote: Yea: Climo, Anthony, Gamage, Tibbetts. Nea: none, Abstained: Blakeslee, Bellows,*
3. The board approved transactions for 7 February 2022 through 18 February 2022  
*Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous*
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 22 February 2022*. The billing to be released on 1 March 2022 was valued at \$48,067.35. In the previous period the district received one (1) new service applications but added no new customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 22 February 2022	
Account	Balance
Business Checking	\$ 4,321.21
Deposit Sweep Account	\$ 437,817.69
<b>Liquidity Total</b>	<b>\$ 442,138.90</b>
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,342.26
Land Acquisition Fund	\$ 2,515.05
Capital Reinvestment Fund	\$ 183,150.67
Mt Dora Easement Escrow	\$ 4,789.17
Southport Sinking Fund	\$ 55,988.74
EBB Upgrade 91-20	\$ 62,298.00
Bank of Maine Unemployment CD	\$ 17,348.41
<b>Designated Fund Total</b>	<b>\$ 346,432.30</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 788,571.20</b>

- a. **Website Overhaul** – The AM provided the board with a status report of the website completion. The website was to be completed within a week and go live.
- b. **January Budget Performance Report** – The AM provided the board a detailed report as to the 2022 -January Budget Performance to the trustee’s satisfaction.
- c. **Fluoride** – The manager reported that the Anti-fluoride group, headed by Ms. Anna Christina, had begun sending the district advanced copies of publications to the district for review prior to publishing for accuracy regarding district operation. The most recent letter by the anti-fluoride group, published 21 February 2022 in the *Boothbay Register* was reviewed and found to be accurate as far as district procedures and policy are concerned.
- d. **Boothbay Property Tax Reimbursement** – The manager reported that on 17 February 2022 he and staff had met to discuss a concern of the town of Boothbay, that being the loss of property tax revenue resulting from the purchase of land for watershed protection by either the Clean Drinking Water Initiative or the district, believing that they are the only municipality absorbing this loss in revenue. The manager informed the board that he had contacted Chairman Gamage explaining the potential problem and asked if he could study this question. The chairman instructed me to study the issue, write a report with recommendations and present to the full board.

5. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) –

*We continue to spend a lot of time meeting and guiding the Boothbay Region Clean Drinking Water Initiative.*

*A draft job description for NRPM was provided to the Manager.*

*Applications for Source Water Protection and Invasive Plant Control grants will be submitted in the next few weeks. We continue to look for grant opportunities, particularly with all the federal dollars available.*

*As watershed land conservation continues and these properties are taken off the tax roll, Boothbay bears the full cost of this source water protection. We asked the Manager to consider options to spread the watershed conservation costs across all three communities.*

*Our application for another Maine Conservation Corps crew was successful and we expect them to be here June 20 – July 1.*

6. **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)**– All healthy, No change in status.
- b. **Training Update** –The manager reported that during the week of 14 February 2022, annual safety training was held at the plant by New England Water and Wastewater Training Associates (NEWWTA) with all staff now in compliance with applicable safety regulations.

7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency was finally improving with filter performance currently at 80% efficiency and clarifier performance remaining at 100% efficiency. Key chemical additions remained at 125% normal for the time of year. For the previous period, finish water production averaged 0.33948 MGD, ahead of that recorded for the same period in 2021 which averaged 0.3267 MGD.

Both Adams Pond and Knickerbocker Lake remain at 100%+ capacity.

- a. **Security Package** –No change in status
  - b. **2022 Filter Overhaul** – No change in status.
  - c. **Filter Maintenance** – Maintenance for Filter #2 was completed on 14 February 2022 with the filter tested and put back on-line that day. Filter #1 was then taken down for maintenance on 15 February 2022 and was undergoing testing that afternoon and scheduled to go on-line on 16 February 2022.
  - d. **Knickerbocker Lake Intake Issues** – No change in status
8. **DISTRIBUTION DIVISION (DD)** –The manager reported normal winter operations continued with all job orders, as well as all regulatory required programs reported to be current. The TD alerted the DD during the week of 14 February 2022 to abnormal usage, approximately 60,000 gal/ day over normal, in the East Boothbay distribution zone. The entire East Boothbay distribution zone had been tested for leakage, with all commercial and manufacturing customers examined, with no leaks found. The DD presented to the manager the hypothesis that over the past two-years there had been many land transfers to out-of-state buyers, many purchased sight unseen, and that these new owners are inexperienced with what it takes to protect their new property in a Maine winter, not realizing the value of a caretaker, with some of these services freezing, breaking pipes and as the weather warmed, flooding the property. So far this year three such occurrences had been noted. The manager concluded by informing the board that leak detection continued with nightly deployment of listening devices and hydrant listening throughout the day.
  9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
  10. **LAND ACQUISITION UPDATE** –No change in status
  11. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
  12. **OCEAN POINT WATER MAIN LOOPING PROJECT**-No change in status.
  13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – *Dirigo Engineering* continued work on the final report to be distributed among the trustees in the very near future.
  14. **STONE COVE ROAD SEASONAL WATER MAIN EXTENSION PROJECT** – No change in status
  15. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** – No change in status

16. **SOLAR ENERGY** –No change in status

17. The meeting was adjourned at 1832 hr.

*Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous.*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
General Manager

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