

24 May 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 10 MAY 2022

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 Stover, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager, Marcia Wilson, Administrative Manager (AM) Guest: Sue Mello, Natural Resources Program Manager. Absent Trustee Tibbetts, Boothbay Harbor.

1. The board approved the minutes for 28 April 2022 with revisions.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
2. The board approved payroll for 26 April 2022 & 3 May 2022
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
3. The board approved transactions for 25 April 2022 through 6 May 2022
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
4. The board welcomed Trustee Holly Stover to the board representing the town of Boothbay.
5. The board elected Trustee Gamage, Chairman.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
6. The board elected Trustee Climo, Vice Chairman.
Trustee Anthony motioned, Trustee Stover second, vote: Yea unanimous.
7. The board elected Trustee Tharpe, Treasurer.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
8. The board elected Trustee Anthony, Clerk.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
9. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 10 May 2022*. The billing to be released on 1 June 2022 had no value assigned with meters still being read. In the previous period the district received four (4) new service applications and added no new customers. However, several new services are pending or have been scheduled in the next period.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 May 2022	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 612,074.66
Liquidity Total	\$ 637,074.66
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,342.92
Land Acquisition Fund	\$ 2,515.13
Capital Reinvestment Fund	\$ 183,155.99
Mt Dora Easement Escrow	\$ 4,789.33
Southport Sinking Fund	\$ 55,990.55
EBB Upgrade 91-20	\$ 62,300.01
Bank of Maine Unemployment CD	\$ 17,348.41
Designated Fund Total	\$ 346,442.34
TOTAL CASH RESERVES	\$ 983,517.00

- a. **Boothbay Property Tax Reimbursement** – The manager received a cost estimate from *Dirigo Engineering* to complete the study on the effect maximum buildout within the Adams Pond and Knickerbocker Lake watersheds as currently permissible under Boothbay ordinances, on treatment costs, with a higher cost estimate than shared at the previous meeting. The revised estimate was \$15,000.00 to \$20,000.00 for an accurate estimate or \$5,000.00 for the quick and dirty review. After discussion the board requested the manager obtain a more detailed proposal from *Dirigo Engineering* for trustee review prior to any funds being allocated to this effort. Trustee Blakeslee volunteered to mediate an agreement between Boothbay Harbor, Southport and Boothbay independent of any actions of the water district.

- b. **Cash Transfer** – The board authorized the transfer of \$300,000.00 from the SWEEP account to the Capital Reinvestment Fund to be used later in the year to make capital bond payments in October 2022.

Trustee Climo motioned, Trustee Stover second, vote: Yea unanimous.

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

The NRPM provided the following report and facilitated discussion concerning the acquisition of the “McFarland property”.

We continue to spend a lot of time meeting, guiding, and providing information to the Boothbay Region Clean Drinking Water Initiative (BR CDWI). Since our last report, there has been one press release (<https://www.boothbayregister.com/article/raise-glass-drinking-water-week/159808>) and one newspaper article about the application for Lincoln County ARPA funds (<https://www.boothbayregister.com/article/boothbay-region-clean-water-initiative-seeks-county-arpa-dollars/159928?amgee-source=db>). We are now planning an event for key watershed property owners on

June 21 at the Watershed Tavern. Although the land trust has made no commitment to fundraising, we are optimistic.

Our watershed cleanup gathered 400 pounds of trash from Route 27 along Adams Pond Road. Lake sampling has begun.

We have been awarded a \$20,000 Source Water Protection Grant, which will be used to support the BR CDWI education work, lake friendly grants, invasive plant control and non-point source pollution control projects. We have also been awarded a \$2,000 Maine Forest Service grant to support invasive plant control work. With the help of a Maine Conservation Corps crew, we will continue the invasive plant removal project begun last year in the forest buffer between the water district office and Adams Pond. With the help of Treatment staff, we will test a mechanical method for eradicating Japanese knotweed in a small plot along the Route 27 forest buffer. We will also work to remove other more easily uprooted plants within the RT 27 buffer, before it is overwhelmed.

McFarland property possible acquisition

The McFarland property, accessible from Back River Road, extends across both Adams Pond and Knickerbocker Lake watersheds and connects to two BRWD conservation properties (former Hamrin and Rowe). The property is primarily forested, but there is a residence at Back River Road and a roughly half-acre area kept as field. Originally estimated by the Town as 61 acres; the recent survey determined the McFarland property to be 38.6 acres.¹ The McFarlands wish to sell 24.9 wooded acres to BRWD for conservation and retain 13.7 acres associated with the residence.

The major inlet stream that enters Knickerbocker Lake from the north traverses this property. It is within the Knickerbocker Lake subwatershed that Forrest Bell Environmental predicted would produce the largest increase in phosphorus contribution with development. We prioritized the McFarland property as fourth highest priority among Knickerbocker Lake properties and seventh among Adams Pond watershed properties. No higher ranked properties are currently available. We believe this to be an important acquisition for source water protection.

The Wyman appraisal (attached) values the property at \$185,000. This value reflects the site's potential for residential development. If the McFarlands were to sell this property to others, development would have to occur through their residential property as this is the only access to the back woodlands. Conservation of their property by the District has a value to the McFarlands that is not addressed by the appraisal. Note also that two recent land sales close to this property on Back River Road were not used as comparables because Wyman determined they were sold at lower than market value (See supplemental addendum: Sales Not Utilized).

If the District purchases this property, it could apply for a the Drinking Water Program SRF loan. This loan program provides loan forgiveness. The DWP reports that forgiveness up to \$20,000 on the first \$100,000 mortgaged is possible. This is also what we were told prior to Farrin (actual loan forgiveness \$50,000) and Rowe (actual loan forgiveness \$38,000). We can be assured of \$20,000 in forgiveness, experience indicates that loan forgiveness could be higher.

¹ Interesting aside, the McFarland survey determined that the Leighton survey of the Hamrin property in 2015 was in error. According to Boothbay Region Surveyors, Hamrin is around 10 acres or more larger than Leighton estimated as his western boundary location was off by about 600'. Griffin Law determined that the survey differences have no relevance to our deeds.

Table 2			
Cost comparison of District land purchases since 2016			
Property Owner	Purchase Price	Total acres	Price per acre
Hamrin	\$120,000	70	\$1,714
L. Sherman	\$50,000	4.7	\$10,638
P. Sherman	\$37,500	3.1	\$12,097
R. Clifford	\$75,000	34	\$2,205
P. Farrin	\$145,000	22	\$6,590
M. Sherman	\$39,000	4.4	\$8,864
Rowe Family	\$75,000	11.3	\$6,637
McFarland	\$185,000	24.9	\$7,430

Figure 1

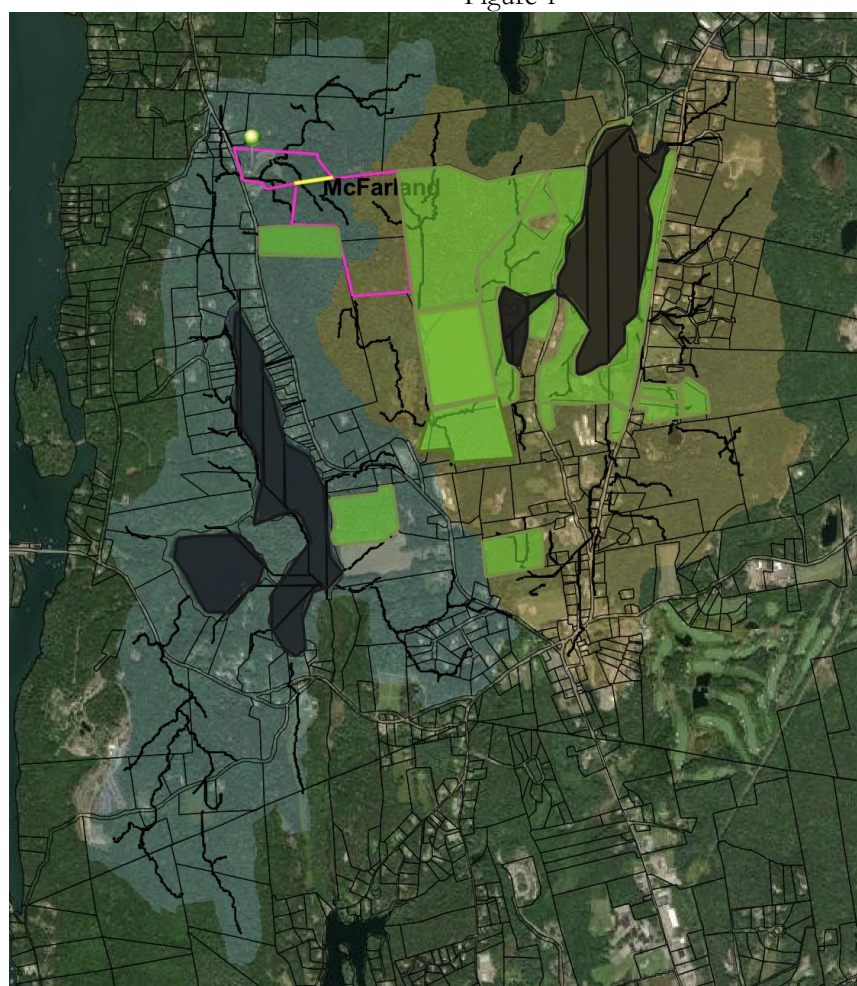


Figure 1. McFarland property (outlined in pink) relative to other BRWD conservation properties (green) within Knickerbocker Lake and Adams Pond watersheds. Pin marks house location. Black lines are major streams. Yellow line approximates split between what McFarlands would like to sell (area to south of yellow line) vs. retain.

After detailed discussion the board authorized the manager to make an offer of no greater than \$150,000.00 for the McFarland Property.

Trustee Blakeslee motioned, Trustee Climo second, vote: Yea unanimous.

11. **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)** – No change in status.
 - b. **Training Update** – No change in status
12. **TREATMENT DIVISION (TD)** – The manager reported current filter train efficiency for both filter and clarifier performance remained at 100% efficiency. Key chemical additions were reported average for the time of year. For the previous period, finish water production averaged 0.5578 MGD, ahead of that recorded for the same period in 2021 which averaged 0.4439 MGD. The manager informed the board that leak detection efforts continued with now active leaks noted thus far. The manager believed that the increase in production corresponded to demand and a greater than average number of seasonal customers were already on the peninsula for the time of year.

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

- a. **Security Package** – The manager reported that both the TD and management have changed direction with this long overdue project citing severe problems of obtaining internet at all sites. Management will be recommending to the board the installation of wireless cameras be installed with still pictures uploaded to the district via e-mail for a nominal recurring fee. *Cunningham Security* will be providing a quote for hatch sensors which will be directly tied into the districts security system. Both the DD and management hope to have a quote for board action at the next meeting.
- b. **2022 Filter Overhaul** – The TD received correspondence from *Wrestech Inc.* informing the district that the outstanding shipment of replacement filter media (anthracite, graduated sand and garnet) had no shipping date, citing supply chain issues.
- c. **Knickerbocker Lake Intake Variable Frequency Drive (VFD)** – The manager reported that the VFD had been installed by *Stultz Electric* on 25 April 2022, tested and returned to service. Per trustee inquiry, the Knickerbocker Pump Station is now in service ready to begin pumping operations in late-July 2022.
- d. **Adams Pond Boat Launch** – Completed on 5 May 2022 and put into service. Both sampling boats are launched with sampling events already taken place.
- e. **Administration Office Door Replacement** – These doors have been painted and stored in the Curtis Annex for several months awaiting contractor availability. Our carpenter will be on-site later this week for installation with full security electronics updated.

- f. **Adams Pond Raw Water Pump Station** – *Chuck House* completed the replacement of the Adams Pond Raw Water Pump Station roof, completing all roofs in the Adams Pond complex. The payment has already been approved by the board and totaled \$3,300.00. With this project complete the district roofs should not require any further maintenance until 2045.
 - g. **Chemical Price Increase** - The manager informed the board that the districts chemical supplier, *Harcros Chemical*, informed the district of a 6% across the board chemical price hike due to the increase in oil prices. Management does not believe this will be the last should the current uncontrolled costs for energy continue.
13. **DISTRIBUTION DIVISION (DD)** –The manager reported period the DD has been in summer operations and working through whiteboard projects.
 - a. **2022 Replacement Service Truck** – The district took delivery of this year’s replacement vehicle. The final cost was approximately \$5,000 over budget. *J Marsh Signs* have completed the markings and the truck has been stocked and is in-service. I will be excessing the service truck, through *Hawke Motors*, currently assigned to the DD and replacing it with the next truck to be replaced in 2024.
 14. **5 RIVERS REGIONAL WATER COUNCIL** – The next meeting was reported scheduled for 17 May 2022.
 15. **LAND ACQUISITION UPDATE** –See 10 - **NATURAL RESOURCES**
 16. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
 17. **OCEAN POINT WATER MAIN LOOPING PROJECT-** The manager reported design and permitting continued. The district provided public notice, per federal regulations, concerning the funding source for the project.
 18. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – In design
 19. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** – No change in status
 20. **SOLAR ENERGY** –No change in status
 21. **GRANDVIEW AVENUE WATER MAIN REPLACEMENT PROJECT** – The manager reported that per Maine Public Utilities Commission (PUC) case law, in order to increase the pipe size from 6”, of which the district can only require, to 12” water main, that would be required for proper fire flow, as well as to comply with district policy of providing fire protection costs for those private individuals upgrading seasonal water main to year-round, this 1,440 ft. water main upgrade would require a district contribution of approximately \$107,000.00. This project may be completed by DD staff working with a private contractor. Management recommended the board approve this expenditure. The project was scheduled to begin shortly after seasonal shutdown as a winter project. The board approved the expenditure.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.

22. The board went into Executive Session pursuant to 1 M.R.S.A. §405(6)(C) *Acquisition of real property or economic development* & 1 M.R.S.A. §405(6)(D) *labor negotiations* at 2012 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea: Climo, Stover, Gamage, Anthony; Nea: Blakeslee, Tharpe.
23. The board came out of Executive Session at 2039 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
24. The meeting was adjourned at 2040 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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