

14 June 2022

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 24 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 Tibbetts, Boothbay Harbor; Trustee Stover, Boothbay; Trustee Blakeslee, Boothbay. Harbor; Jonathan Ziegra, Manager. Guest: None Absent: Marcia Wilson, Administrative Manager (AM).

1. The board approved the minutes for 10 May 2022 with revisions.  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*
2. The board approved payroll for 10 May 2022 & 17 May 2022  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*
3. The board approved transactions for 9 May 2022 through 20 May 2022  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 24 May 2022*. The billing to be released on 1 June 2022 had a reported value of \$48,067.35. During the previous period the district received five (5) new service applications and added two (2) new seasonal customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 24 May 2022	
Account	Balance
Business Checking	\$ 21,064.24
Deposit Sweep Account	\$ 411,516.49
<b>Liquidity Total</b>	<b>\$ 432,580.73</b>
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,343.25
Land Acquisition Fund	\$ 2,515.17
Capital Reinvestment Fund	\$ 483,159.00
Mt Dora Easement Escrow	\$ 4,789.48
Southport Sinking Fund	\$ 55,990.55
EBB Upgrade 91-20	\$ 62,301.04
Bank of Maine Unemployment CD	\$ 17,348.41
<b>Designated Fund Total</b>	<b>\$ 646,446.90</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,079,027.63</b>

- a. **Boothbay Property Tax Reimbursement** –Trustee Blakeslee reported on mediation efforts with the town of Boothbay which were positive in nature, but tabled further discussion of this matter until after 21 June 2022 at the request of the NRPM. The manager provided the board with a detailed proposal from *Dirigo Engineering* for a study on the effects on treatment costs in the event watershed lands were developed consistent with existing town of Boothbay ordinances. The board discussed the merits of such a study and the value of the information gained. The board tabled the commission a report to be prepared by *Dirigo Engineering*.
  - b. **BRWD Budget Performance Report as of 30 April 2022** – The manager presented the monthly budget performance summary as written by the AM with no further comment of the board.
5. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) –

*BR CDWI/BRWD/BRLT invited 30 watershed landowners to an outreach event at the Watershed Tavern on June 21. The outreach package mailed last Friday is attached.*

*Invasive control work: Maine Conservation Corps will be here this week for a site visit. The MCC's invasive control project in the forested buffer behind the District office will begin June 20 and end July 1 (continuation of last year's work). Last week, we installed 1/2" hardware cloth over a 25' x 50' area of Japanese knotweed along Route 27 as an experiment in control. We also began removing invasives in this buffer. Other than the knotweed, invasive plants are fewer and the forest buffer much more diverse than on the west side of Adams Pond behind the District's office.*

*The NRPM plans to retire in May 2023. Recruitment to refill this position will take place winter 2023.*

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)** – The manager reported that one of the districts treatment plant operator was on two-weeks active service with the United States Coast Guard on Lake Champlain in New York. His return is scheduled for 7 June 2022. Sufficient manpower was available for treatment operations. Additionally, a COVID -19 case is reported in the administration division with a key member out indefinitely. All required tasks were being performed satisfactorily. The Administrative Office was completely disinfected on 22 May 2022.
  - b. **Training Update** – No change in status
7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency for both filter and clarifier performance remained at 100% efficiency. Key chemical additions remained average for the time of year. For the previous period, finish water production averaged 0.5547 MGD, nearly equaling that recorded for the same period in 2021 which averaged 0.5769 MGD.

Both Adams Pond and Knickerbocker Lake remained at 100% capacity.

- a. **Security Package** – The manager reported that since the previous meeting the TD had received quotes for security enhancements outlined in the most recent security review (see Table 2). Management recommended the board approve this expenditure as well as annual operations costs. The board approved the security enhancements as presented by the manager.  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*

<b>Table 2</b>		
<b>Security System</b>	<b>Material Cost</b>	<b>Annual Operations Cost</b>
Security Camera Systems	\$ 899.99	\$ 720.00
Intrusion Sensors	\$ 7,342.13	\$ 1,332.00
<b>TOTAL</b>	<b>\$ 8,242.12</b>	<b>\$ 2,052.00</b>

- b. **2022 Filter Overhaul** – No change in status
- c. **Administration Office Door Replacement** – No change in status
8. **DISTRIBUTION DIVISION (DD)** – The manager reported during the previous period the DD continued concentrating on “whiteboard projects” with the level becoming more manageable due to much work over the previous period. The DD had lowered the gate boxes on Atlantic Avenue in Boothbay Harbor at the request of the Maine Department of Transportation (DOT) to support the ongoing DOT underdrain project.

The manager informed the board that the next round of paving was scheduled for 26 May 2022 with many trench cuts in need of repair throughout all three communities served. Necessary manpower to ensure public safety had been allocated by the district to complete this project during normal working hours. Paving operations would be completed by *B. Fabiano Paving*.

Lastly, since the previous meeting, the DD continued the system wide leak detection survey completing Corey Lane, Storage Lane and the Trevett Road in Boothbay with Country Club/Beath Road currently in-process in Boothbay/Boothbay Harbor. To date, no leaks had been discovered.

9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that the 5-Rivers Regional Water Council met on 17 May 2022 in Wiscasset. Topics discussed included new rules pending, PFOA and PFAS status within regions water supplies, regional interconnection efforts currently underway, and utility districts. The members unanimously upheld the viewpoint that creating utility districts within the 5 Rivers region will be a hindrance for future boards considering any future amalgamations, allowing the creation a regional water authority. All member utility superintendents/general managers are willing to be present at a future BRWD trustees meeting to discuss their thoughts on the subject, real life experiences with utility districts or any other subject of interest, if requested by the board.

Wiscasset Water District is actively seeking to secure high ground in Edgecomb which is of interest to the district in that that will be the first infrastructure step for a future interconnection with the district. This is only part of the motivation in that the WWD is planning a spine of infrastructure within the Rt. 1 and Rt. 27 corridors to establish water service in Edgecomb with the first goal supplying the school.

Lastly, legislation is being prepared for the inclusion of Edgecomb into the WWD and is slated for this Fall's legislative session. In addition to WWD representatives, Scott Abbotoni, Water Superintendent, Great Salt Bay Sanitary District, and the manager would also testify in support of this charter change. The manager informed the board that he would be asking the state representative, representing both the BRWD service area and Edgecomb to testify in-favor as well due to this having great impact to the long-term water supply for the region (i.e., Boothbay and Bristol peninsula's).

10. **LAND ACQUISITION UPDATE** –The manager reported that on 11 May 2022 the NRPM and he met with Mr. and Mrs. McFarland and offered \$150,000.00 for the purchase of the McFarland Property. On 12 May 2022 Mr. and Mrs. McFarland accepted the offer and wanted the board to know that they thought it to be a fair price and were very excited to see the land go into preserving water quality of the regions water supply.

On 24 May 2022 the manager reported that he had signed a purchase and sales agreement for the agreed upon price, as authorized by the board of trustees, with the NRPM now making the necessary applications to the Maine state revolving fund (SRF) for a loan through the Maine Bond Bank (MBB) eligible for source water protection principal forgiveness.

11. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT-** The manager reported design and permitting continued. Since the previous meeting, all paperwork required by the MBB had been submitted as well as official acceptance of a loan package coupled with 45% principal forgiveness. Lastly, *Dirigo Engineering* contacted the district to ascertain information concerning the procurement of materials for the project. Currently, because of the state of the economy and all the supply chain issues created since the COVID-19 experience, contractors are having a very rough time obtaining commitments from suppliers for materials for construction work. *Dirigo Engineering* inquired if the district would be interested in procuring the materials for the project through already set contractual means, essentially making this project an “install only” project. The manager stated that he agreed to this plan for the following reasons: 1. The district already has access to all materials through its value-added service (VAS) contract with *EJ Prescott* with prices stable through April 2023; and by purchasing the materials directly, the bidding contractors could not add escalator costs on materials, usually an additional 10% to 20% of the base cost of materials. All costs for materials for the district will be reimbursable through the MBB and would be recovered by the district at the next progress meeting when the contract commenced.
13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – No change in status.
14. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT**  
– No change in status

15. **SOLAR ENERGY** – The manager requested from the town of Boothbay the report performed by *Revision Energy* concerning the suitability of establishing a solar farm on the closed landfill as a “Brownfields Project”. He informed the board that it was his intent to pursue this further, wanting to know why *Revision Energy* allegedly rejected the site. The manager informed the board that he was still looking for other areas to locate a solar farm within the district’s territory that would be suitable to produce power to offset district electrical costs.
  
16. **GRANDVIEW AVENUE WATER MAIN REPLACEMENT PROJECT** – The plans and specifications had been completed as reported by *Dirigo Engineering* with the individuals raising the capital for the project aware of the districts cost share. *Dirigo Engineering* reported that this project would most likely be performed by outside contractors requiring from the district only inspection services. This project was slated to begin no sooner than November 2022 which was acceptable to the district.
  
17. **MAINE HOUSING AUTHORITY** - During the previous period the Maine Housing Authority reached out to every water and sewer utility in Maine, concerning the status of all delinquent customer accounts. The manager had been informed by industry colleagues that the state was looking into setting up a system for utilities to recover delinquent bills through a new state program. Although not of much use for the BRWD in that it maintains very tight customer accounts, if instituted by the state, it would go a long way in recovering delinquent accounts for the state’s water and sewer utilities with many outstanding bills.
  
18. **BEACH COVE WATERFRONT INN FIRE** – On the evening 23 May 2022 the Beach Cove Waterfront Inn caught fire and was subsequently a total loss. The district was properly notified by Lincoln County in a timely manner, requiring the treatment plant to be operated all night due to the intensive water usage. (*water usage to fight this fire was later tabulated to be 0.775 MG*)
  
19. The meeting was adjourned at 1942 hr.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.*

END OF MINUTES

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**MANAGERS**

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager

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