

11 January 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 28 DECEMBER 2021

The Board of Trustees convened at 1814 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Anthony, Boothbay (Clerk); Trustee Blakeslee, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: Marcia Wilson, Administrative Manager; Mr. Stephan Arseneault and 6 Local ATV enthusiasts Absent: None.

1. The board approved the minutes for 14 December 2021 with revisions.
Trustee Anthony motioned, Trustee Tibbetts second, roll call vote: unanimous.
2. The board approved payroll for 14 December 2021 & 21 December 2021.
Trustee Anthony motioned, Trustee Tibbetts second, roll call vote: Yea: Anthony, Tibbetts, Gamage, Nea: none, Abstained Tharpe, Blakeslee, Bellows, Climo.
3. The board approved transactions for 13 December 2021 through 24 December 2021
Trustee Climo motioned, Trustee Tibbetts second, roll call vote: unanimous
4. **PUBLIC ADDRESS FOR ATV USE** – Mr. Stephen Arseneault led a group of ATV enthusiasts discussing ATV access no longer welcomed on certain district watershed protection lands, particularly the Hamrin Property. Trustees Anthony, Tharpe, Blakeslee and Climo spoke on behalf of the district and the decision-making process that was used in coming to the decision, prohibiting ATV use on water district watershed protection properties. Mr. Arseneault's group were given ample opportunity to question that decision and seek the possibility of alternatives. Chairman Gamage instructed the manager to form a working group with Mr. Arseneault and the Natural Resources Program Manager (NRPM) and report back within the first quarter of 2022 to see if there existed any common ground and possible alternatives to allow limited access for ATV use on watershed properties.
5. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 28 December 2021*. The billing to be released 1 January 2022, for Routes 1 and 2 had a value of \$76,215.39. During the previous period the district received no new service applications and added no customers. The administration staff was reportedly working on year-end financial requirements as well as begun to prepare for the annual audit in February.
 - a. **Website Overhaul** – The Administrative Manager (AM) reported that on 22 December 2021, she and the Customer Service Representative (CSR) met with the contractor via Zoom and worked on ongoing design and functionality for the website overhaul. The CSR and AM were investigating trustee Blakeslee's observation concerning the use of credit cards to make transactions more user friendly for payment and significantly increase the amount per transaction as well.

- b. **2022 Budget** – The manager reported that a draft proposed budget had been delivered, electronically to trustees for review on 23 December 2021. Chairman Gamage tabled any further discussion until the 11 January 2022 trustee meeting, allowing all members to thoroughly review the draft budget proposal.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 14 December 2021	
Account	Balance
Business Checking	\$ 24,673.25
Deposit Sweep Account	\$ 485,138.32
Liquidity Total	\$ 509,811.57
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,341.57
Land Acquisition Fund	\$ 2,514.92
Capital Reinvestment Fund	\$ 150.67
Mt Dora Easement Escrow	\$ 4,789.09
Southport Sinking Fund	\$ 46,659.06
EBB Upgrade 91-20	\$ 62,295.88
Bank of Maine Unemployment CD	\$ 17,326.04
Designated Fund Total	\$ 154,077.23
TOTAL CASH RESERVES	\$ 663,888.80

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

We submitted 319 and MNRCF grant reporting, as well as the annual Knickerbocker Lake withdrawal NRPA permit report. All have been accepted and we expect to receive \$42,940 reimbursement for the 319 grants in January. This reimbursement will be disbursed to the Town of Boothbay to offset construction costs. Documentation for these projects is available.

We continue to meet and interact regularly with the Boothbay Region Clean Drinking Water Initiative, with the current focus on public outreach and education. A group announcement is planned for January, followed by Town representative reports to select boards. Other community education and outreach is in the works. BRLT said the response to its fall newsletter and the Initiative has been very positive. Bob Krist, an internationally renowned photographer and videographer, has agreed to create a PSA for the Initiative (pro bono) in 2022 and made the first donation to the cause.

On December 7, we blocked ATV access to about 0.6 mile of trail through the former Hamrin property and along the back side of Wade's Pond (former Clifford property). About 20 trees were dropped, many of them hemlocks already dying from woody adelgid infestation. We posted this area with BRWD boundary markers and "NO ATV" signs. We have not posted the rest of BRWD properties, just this trail.

There has been a bit of a flap and disinformation campaign on Facebook from unhappy ATV users. We have blocked ATV access to a small area of water district property for source water protection. Public access is still available – only motorized access has been blocked. The MNCRCP grant requires us to prohibit ATVs from accessing the 70-acre Hamrin property – this is not negotiable.

7. **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 employee evaluations have been completed in accordance with the union contract on 22 December 2021.
 - b. **Training Update** – A backflow testing certification course had been identified for two utility technicians which will be a three-day course, held in Hamden Maine, scheduled for the end of February. This training was approved by the manager for overnight travel.
8. **TREATMENT DIVISION (TD)** – The manager reported that the current filter train efficiency, although showing signs of improvement, showed filter performance currently at 70% efficiency and clarifier performance at 100% efficiency. Ice-in for Adams Pond occurred on 25 December 2021 with iron and manganese levels expected to rise over the next month. Trustee Blakeslee inquired why the iron and manganese levels became an issue when ice forms on Adams Pond to which the manager provided an answer explaining the biochemical changes that occur within the pond, when enclosed by ice, causing pH issues releasing these naturally occurring minerals into a soluble state.

For the previous period, finish water production averaged 0.3213 MGD, slightly less than that recorded for the same period in 2020 which averaged 0.3368 MGD.

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

- a. **Security Package** – Nothing new to report
 - b. **2022 Filter Overhaul** – The treatment staff were currently awaiting results from the lab regarding the used filter media to ascertain if it can be disposed of locally or contributed to local municipalities for re-use. Additionally, staff were in contact with the vendor for media and replacement parts, currently scheduled for a March 2022 delivery, to see if that date can be moved forward with the intent of overhauling one of the filter units before spring seasonal water turn-on.
9. **DISTRIBUTION DIVISION (DD)** – The manager reported that normal winter operations continued with all job orders, as well as. all regulatory required programs reported to be current. The DD responded and repaired a water main break adjacent to Bay Street in Boothbay Harbor. The break was a circular split which was repaired within one, normal shift.
 10. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 21 December 2021, he was notified by the Wiscasset Water District (WWD) that the

town of Edgecomb officially petitioned the WWD for inclusion of the town of Edgecomb boundaries be included in WWD. The WWD superintendent informed the manager that this inclusion of Edgecomb was now in the process of being presented to the Maine legislature as part of a WWD charter change. The managers participation may be requested in support of this action at upcoming legislative hearings.

On 23 December 2021, the manager reported that he had been notified by 5-Rivers that Lincoln County would significantly fund a long-range planning study to expand existing water service along the Route 1 and Route 27 corridor to lay out a blueprint for the eventual interconnection of the Boothbay Region Water District and the Great Salt Bay Sanitary District to the existing 5-Rivers water transmission grid.

11. **LAND ACQUISITION UPDATE** –Nothing new to report
12. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
13. **OCEAN POINT WATER MAIN LOOPING PROJECT**- No change in status.
14. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – The manager reported that *Dirigo Engineering* had requested more sampling be taken to categorize the filter effluent to ascertain what level of on-site treatment would be required and see if the feasibility of on-site treatment is possible.
15. **STONE COVE ROAD SEASONAL WATER MAIN EXTENSION PROJECT** –Nothing new to report
16. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** – Nothing new to report.
17. **SOLAR ENERGY** – Trustee Tharpe stated that this topic must remain on the agenda of the district in that there was usable land adjacent to the treatment plant for solar farm and that solar power development was a clean alternative in providing power, all or in part, for the industrial processes currently underway within the Adams Pond complex. Trustee’s Bellows and Climo reminded the manager that siting a solar farm did not necessarily need to be on-site and that they supported the inclusion of this discussion in regular district business. Chairman Gamage instructed the manager to reconnect with solar power vendors and prepare a report for trustee evaluation.
18. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(A) *personnel matters* at 1910 hr.
Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous
19. The board came out of executive session at 1922 hr.
Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous
20. The board enacted a new materials recycling policy.
Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous
21. The meeting was adjourned at 1924 hr.
Trustee Climo motioned, Trustee Blakeslee second, roll call vote: unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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