

13 December 2022

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 22 NOVEMBER 2022

The Board of Trustees convened at 1800 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 Blakeslee, Boothbay Harbor; Trustee Stover, Boothbay; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guest: None Absent: None.

1. The board approved the minutes for 8 November 2022 with corrections.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
2. The board approved payroll for 8 November 2022 & 15 November 2022.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
3. The board approved transactions for 7 November 2022 through 18 November 2022.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 22 November 2022*. Due to compiling seasonal overage bills, the value for the billing for routes 5 & 6 were unavailable, with the routes still being read to be reported at the next meeting. However, the billing for routes 5 & 6 would be completed and released by 1 December 2022. Seasonal overage bills were released with a value of \$506,389.47. During the previous period the district received two (2) new service applications and added one (1) new year-round customer.
  - a. **Budget Performance Report as of 31 October 2022** – The AM provided the board with a detailed status report concerning the state of the 2022 budget and the district’s performance through the end of October. The AM went I not great details concerning certain accounting classification describing the reasons for any perceived discrepancies. The board accepted the AM’s report.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) will be at the 13 December 2022 meeting to provide the board with a thorough status report, provide thoughts on transferring land to the Boothbay Region Land Trust, and answer any ongoing trustee questions concerning the program.
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)** – No change in status.
  - b. **Training Update** – The manager reminded the board that the entire staff would be attending the Maine Rural Water Association Annual meeting, to be held this year at the Samoset in Rockport on 7 & 8 December 2022. Any trustees interested in joining were asked to please let the AM know.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 22 November 2022	
Account	Balance
Business Checking	\$ 29,397.00
Deposit Sweep Account	\$ 345,647.52
<b>Liquidity Total</b>	<b>\$ 375,044.52</b>
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,345.30
Land Acquisition Fund	\$ 2,516.74
Capital Reinvestment Fund	\$ 3,158.93
Mt Dora Easement Escrow	\$ 4,789.88
Southport Sinking Fund	\$ 55,997.11
EBB Upgrade 91-20	\$ 62,307.32
Bank of Maine Unemployment CD	\$ 17,357.02
<b>Designated Fund Total</b>	<b>\$ 166,472.30</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 541,516.82</b>

7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency performance had slightly improved to 91% efficiency for clarifier performance and 77% for filter performance. Key chemical additions dropped to an average 50% below normal. For the previous period, finish water production averaged 0.2988 MGD, slightly outpacing that recorded for the same period in 2021 which averaged 0.2946 MGD. Adams Pond improved to 91% usable capacity equaling 226.3 MG in reserve.
- a. **2022 Filter Overhaul** – The manager reported that since the previous report, *Marvel Payeur, Inc.* have sandblasted filter internals, made necessary repairs, and recoated the filter internals. On 21 November 2022 the tenting was removed and on 22 November 2022 the filter component replacement portion of the Filter #1 overhaul began with thunder bolt installation for the filter assembly. Preliminary estimates were that by early the following week the piping would be complete, the filter would have media loaded and the filter would be seasoned and brought back into service, at which time, attention would be given to Filter #2 and its overhaul.
- b. **Fluoride** – The manager reported that he was expecting a delivery of 20 bags of sodium fluoride and hoped to have the fluoride delivery system operational during the week of 5 December 2022.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported that seasonal shutdown had been completed on 17 November 2022. This year a high number of whiteboard projects had been developed because of the shutdown and were now being addressed before winter sets in. The DD is also preparing to assist the TD with the rehabilitation of both treatment filters adding much manpower to the project.

9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager informed the board that the group met 17 November 2022. The manager informed the board that he had been asked to provide the Maine Rural Water Association (MRWA) a briefing on an effort to restart the deregulation effort from the Maine Public Utilities Commission (PUC) now being proposed by the Maine Water Utilities Association (MWUA), at the upcoming MRWA Conference on behalf of the MWUA. The manager informed the board that he would be representing both MWUA and 5 Rivers.

Work was reported to be progressing well regarding planning efforts for the Route 27 and Route 1 corridor as well as adding the interconnection of Bowdoinham and Richmond through the development of the Route 24 corridor as well.

10. **LAND ACQUISITION UPDATE** –No change in status
11. **CAMERON POINT SEASONAL WATER MAINS** – The manager informed the board that District personnel had contacted the landowner who will provide one easement necessary to complete this looping project. We intend to move forward after the new year in securing the necessary easements to complete this project.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT** –The manager reported the contract has been signed with the pre-construction meeting yet to be scheduled.
13. **FILTER WASTE RECYCLING PROJECT** – No change in status.
14. **SOLAR POWER** – No change in status.
15. **DEBT LIMIT** –No change in status.
16. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – Materials were scheduled to arrive during the week of 5 December 2022.
17. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – First staff meeting will kick off on 29 November 2022 at 1300 hr.
18. **SIVC WATER MAIN REPLACEMENT PROJECT** - The manager reported that on 9 November 2022 he had briefed the Southport board of selectmen (BOS) on the offer made to the district on the Lipman property for access of the new SIVC water main. At that point the BOS were interested in hearing more should the effort move forward, however there were many unanswered questions concerning the possible acquisition. The BOS informed the manager that there would have to be significant funding sources in place for the acquisition of this property before they would take this matter to the townspeople to be approved at town meeting.

The manager stated that after reflecting on this possible land transfer, he went back to the original mission given to him by the trustees, that being the installation of a water main, close to the Thompson Standpipe, to feed the SIVC water main with increased flow and pressure. After review, there existed other access points to the ocean which are within established, town of Southport rights-of-way that could be completed far more economically than engaging with the current offer for the Lipman property. The manager asked the board to thank Mr. Lipman for his very generous offer, but at this time it is not cost effective for BRWD to accept or move on this land acquisition. The board concurred.

The board then instructed the manager to investigate the feasibility of extending the 16” high density polyethylene (HDPE) year-round water main in Route 238 at the intersection of Route 238 and Cross Road, south approximately 300-feet to the entrance of Capitol Island Road, wherein a year-round water main would be installed within the Capitol Island Road, municipal right-of-way to the shoreline to feed the new SIVC water main.

19. The board voted to go into Executive Session pursuant to 1 M.R.S.A. §405(6)(A) *personnel matters* at 1840 hr.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
20. The board came out of Executive Session at 1854 hr.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
21. The board approved a donation of \$7,500.00 to help cover funeral costs for an employee who lost a very close family member.  
*Trustee Climo motioned, Trustee Stover second, vote: Yea unanimous.*
22. The board approved a one-time \$1,500.00 to each employee covered under the union agreement to help cover costs due to runaway inflation currently being experienced.  
*Trustee Anthony motioned, Trustee Stover second, vote: Yea: Anthony, Blakeslee, Stover, Gamage. Nea: Tharpe, Tibbetts, Climo.*
23. The meeting was adjourned at 1900 hr.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.*

END OF MINUTES