

28 November 2023

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 14 NOVEMBER 2023

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 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 10 October 2023.
Trustee Climo motioned, Trustee Tibbetts second, Yea: unanimous.
2. The board approved payroll for 25 October 2023, 1 November 2023 & 8 November 2023.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
3. The board approved transactions for 23 October 2023 through 10 November 2023.
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 14 November 2023*. Currently, routes 5 and 6 are being read and the seasonal overage calculations were in process; both totals would be reported at the next trustees meeting. During the previous period the district added one (1) new year-round customer and one (1) new seasonal customer.
 - a. **BRWD Rate Case Update**– The AM reported that the rate case was still on-track and provided the board with a detailed status report concerning the status with the Maine Public Utilities Commission (PUC).

Trustees Tibbitts and Blakeslee then described a petition drive to block and/or disrupt the rare case originating from disgruntled individuals in Boothbay Harbor. Both the manager and the AM were unaware that this had petition drive was ongoing and informed the board that this drive, if successful could derail the entire rate making process.

- b. **Internet Disruption** – The manager reported that as of late, the district had been experiencing at least one internet service outage from *Spectrum* every 60-days with several of these outages lasting greater than the entire workday. The manager explained that this was problematic in that very few, if any, administration functions can occur with no internet service. This condition had been reported to *Spectrum* on a case-by-case basis, but *Spectrum's* response to these occurrences were much less than impressive. Therefore, the manager explained that staff had been instructed to investigate *Verizon* as an emergency back-up in the case of a service outage as well as evaluate replacing *Spectrum* with *Star Link* as the primary internet provider. Several of the trustees mentioned that *Star Link* had excellent performance and a good reputation.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 14 November 2023	
Account	Balance
Business Checking	\$ 10,008.03
Deposit Sweep Account	\$ 173,135.58
Liquidity Total	\$ 183,143.61
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,349.37
Land Acquisition Fund	\$ 2,517.25
Capital Reinvestment Fund	\$ 483,240.19
Mt Dora Easement Escrow	\$ 4,790.84
Southport Sinking Fund	\$ 65,337.93
EBB Upgrade 91-20	\$ 62,319.78
Bank of Maine Unemployment CD	\$ 17,365.77
Designated Fund Total	\$ 655,921.13
TOTAL CASH RESERVES	\$ 839,064.74

- a. **2024 BRWD Budget Status Report** - Board reviewed a listing of capital projects in various stages of development, including: Rerouting of Adams Pond Road, installation of new billing software, upgrading the plant programmable logic controllers (PLC), continued work with developing a wastewater recycling system, complete the Ocean Point Road Water Main Looping Project, begin a phased approach to replacing the Squirrel Island water main, repave the Adams Pond Treatment Plant parking lot and road and laydown area by the “Old Pump Station”, work with municipalities to convert seasonal water main to year-round, participate in the two affordable housing projects currently underway in the Booth bay region, and continue work on a project to offset the effects of sea level rise in Southport. The board informed the manager that this capital work plan was acceptable and present ae budget proposal with this work fully funded.

5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

Watershed sampling: We completed another round of PFAS sampling in the watershed with Bigelow Lab. This second round was focused on better defining watershed drainages that showed higher PFAS levels in the first round. We have also completed our bi-annual stream sampling and have begun to summarize environmental water quality results.

BR CDWI: We continue to spend a lot of time with Drinking Water Initiative programs and plans. I've attached a list of activities accomplished in 2023. We hope to emphasize more watershed landowner engagement in 2024. We have had better engagement and support this year from the major non-profits in the Initiative (Y, Bigelow, CMBG and BRLT) and hope to build on this momentum in 2024.

Leslie Volpe, who has been done a wonderful job as Boothbay Harbor representative to CDWI has retired from the group. Fortunately, Rita Arnold, former BRES math teacher and (Former) board member on West Harbor Pond Watershed Association, has agreed to take her place. We await the opportunity to present this change to the BBH BOS.

Route 27 sign: I was ultimately unhappy with the earlier version of the Route 27 sign that had been designed online by CDWI with an internet company. So, we have now engaged a Maine sign maker and have two options before us – see attached. The elements on each sign can be mixed and matched. For example, I prefer the Boothbay Region Water District lettering on Version 1 but prefer the overall look of version 2. We are happy to sort this out but if trustees have preferences, please let us know.

319 grant: Dirigo Engineering should be here around the end of the month to survey for the Adams Pond Road projects. Knox Lincoln Soil and Water Conservation District and CMBG will join on that site walk, as well as BRWD and Town of Boothbay staff.

The board approved a blend of the attached Adams Pond signs for placement by the CDWI along Rt 27, adjacent to Adams Pond during the summer of 2024.

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 AM reported that all was quiet as far as HR issues were concerned.
 - b. **Training Update** –It was reported that on 2 November 2023, utility technicians Haley, Campbell and Brown completed a three-day class in cross connection control surveying and testing. All three had qualified to be licensed and were now awaiting the bureaucracy to send the necessary documents so that they could begin this function on the Boothbay peninsula.

The trustees were made aware that the Maine Rural Water Association Annual Conference and Trade Show would occur 5 December 2023 through 7 December 2023 at the Cross Insurance Arena (formerly the Bangor Auditorium). The manager informed the board that this was a very good trade show and an excellent source of training. The entire staff would cycle through, and the trustees were very welcome to attend some, or all, of this conference, being referred to the AM for registration if they had an interest.

7. **TREATMENT DIVISION (TD)** –The manager reported raw water quality had improved somewhat but remained below normal from a treatability perspective. Filter train efficiency remained, for filter performance at 70% and clarifier performance at 91%. For the previous period, finish water production averaged 0.2905 MGD, nearly matching the same period in 2022 which averaged 0.2480 MGD. Key chemical additions remained approximately 60% above normal.

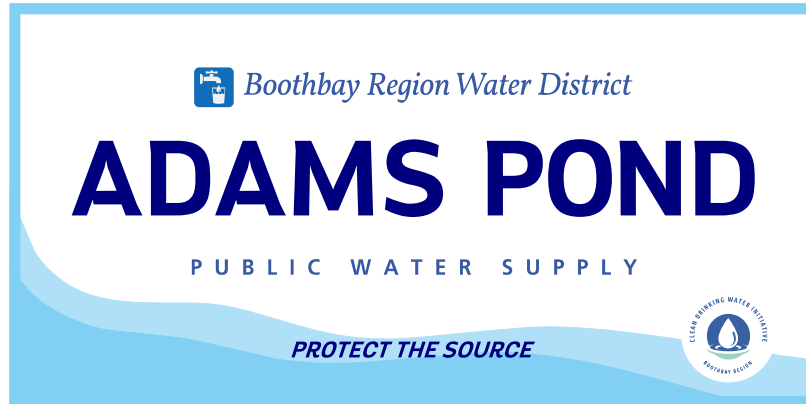
The possible mudball problem reported at the previous meeting has turned out to be “heavy sludge” which was good news from a filter performance point of view. This condition was most likely the result of treating very dirty water for the majority of 2023 due to abnormally high rainfall. The corrective measures were breaking new ground and were ongoing, including filter bed drying and physical removal. The manager stated he would update the board as necessary.

On 2 November 2023 the bleeders were started. Table 2 is the most recent bleeder report.

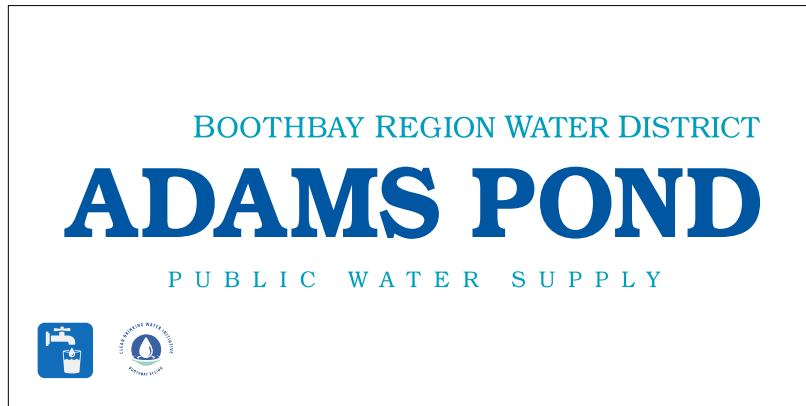


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Table 2 2023/2024 BRWD Bleeder Report					
Location	Municipality	Start Date	End Date	CFM	GPM
Atlantic Avenue	Boothbay Harbor	2-Nov-23		1.20	9.00
Ocean Point Road	Boothbay	2-Nov-23		1.00	7.50
Southport - Rt 27	Southport	7-Nov-23		2.00	15.00
Factory Cove Road	Boothbay Harbor	7-Nov-23		0.27	2.03
Lobster Cove Road	Boothbay Harbor	7-Nov-23		1.50	11.25
Murray Hill Road	Boothbay	7-Nov-23		1.50	11.25
Kenniston Hill Tank	Boothbay	7-Nov-23		0.50	3.75
TOTAL PER MINUTE				7.97	59.78
TOTAL PER DAY				11,476.80	86,076.00

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the previous period was dedicated to completing the seasonal water shutdown process and keeping current with job orders and required commitments. The seasonal water shutdown process was completed 10 November 2023 with the seasonal water system was now considered put safely to bed for the winter.
9. **5 RIVERS REGIONAL WATER COUNCIL** –No change in status.
10. **LAND ACQUISITION UPDATE** –No change in status.
11. **CAMERON POINT SEASONAL WATER MAINS** – The manager informed the board that *Boothbay Land Surveyors* (BLS) would be completing the Blasco easement survey that week. After that was complete, Griffin & Harris Law Offices would complete the easement process. This is a simple job requiring minimal assets and will be completed at the DD’s earliest convenience to get it out of the way.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported the interconnection from the corner of Beath Road and Back Narrows Road to the corner of Rt 96 and Back Narrows Road is nearing completion. Work continued with the Montgomery Road portion of the project consisting of inefficient drilling and breaking ledge without blasting. The board and manager then discussed the groundbreaking, repressive blasting ordinances adopted by the town of Boothbay Harbor and the negative effect they have on nearly all construction projects undertaken within that municipality. The manager then presented the board with the most recent progress report, dated 8 November 2023, providing an extremely detailed report of work completed.
13. **FILTER WASTE RECYCLING PROJECT** – No change in status.
14. **SOLAR POWER** –No change in status.
15. **2022 REVISIONS OF THE LEAD AND COPPER RULE** –No change in status.

16. **SIVC WATER MAIN REPLACEMENT PROJECT** – The manager reported that he had tasked *Dirigo Engineering* to design the weight package, permit and provide a cost estimate for the channel crossing from the Capital Island bridge to the SIVC dock.
17. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** –No change in status
18. **AFFORDABLE HOUSING PROJECTS** – the manager informed the board that on 9 November 2023 the Board of Selectmen of the town of Boothbay opened bids for the installation of underground utilities for the Boothbay affordable housing project and had since awarded the project to *Steve McGee Construction, LLC* for the sum of \$2,096,955.00. As of the time of this report, there had been no notice of a pre-construction conference nor had a schedule been provided.
19. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(E) *consultation with legal counsel* at 1838 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
20. The board came out of executive session at 1854 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
21. The meeting was adjourned at 1855 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.

END OF MINUTES