

28 May 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 14 MAY 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 Stover, Boothbay; Trustee Tibbetts, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guests: Ms. Kirsten Hebert, Executive Director (ED), Maine Rural Water Association (MRWA). Absent: Trustee Blakeslee, Boothbay Harbor.

1. The board elected Gerry Gamage, Chairman.
Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.
2. The board elected Smith Climo, Vice-Chairman.
Trustee Anthony motioned, Trustee Tharpe second, vote: Yea unanimous.
3. The board elected Kevin Anthony, Clerk.
Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.
4. The board elected Nell Tharpe, Treasurer.
Trustee Climo motioned, Trustee Stover second, vote: Yea unanimous.
5. The board approved the minutes of 23 April 2024.
Trustee Climo motioned, Trustee Tibbetts second, Yea: unanimous.
6. The board approved payroll for 23 April 2024, 30 April 2024, & 7 May 2024.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.
7. The board approved transactions for 22 April 2024 through 10 May 2024.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.
8. **ADMINISTRATION**– The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 14 May 2024*. The manager reported that billing for routes 5 & 6, to be released on 1 June 2024, were still being read and calculated, with the value to be reported at the 28 May 2024 trustee meeting. During the previous period the district received five (5) new service applications but added no new annual accounts or seasonal accounts to the system. Work with the new billing system continued to moving forward with the 1 June 2024 start-up date still intact.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 14 May 2024	
Account	Balance
Business Checking	\$ 26,149.36
Deposit Sweep Account	\$ 818,819.84
Liquidity Total	\$ 844,969.20
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,351.40
Land Acquisition Fund	\$ 2,517.50
Capital Reinvestment Fund	\$ 483,288.30
Mt Dora Easement Escrow	\$ 4,791.32
Southport Sinking Fund	\$ 74,673.08
EBB Upgrade 91-20	\$ 62,325.99
Bank of Maine Unemployment CD	\$ 17,383.14
Designated Fund Total	\$ 665,330.73
TOTAL CASH RESERVES	\$ 1,510,299.93

- a. **Trustee Election Results** – The manager reported that Trustee Tharpe won her fourth term as At-Large Trustee (see Table 2).

Table 2 2024 At-Large Election Results				
Name	Boothbay	Boothbay Harbor	Southport	Total
Nell Tharpe	333	376	9	718
Write-in	0	0	0	0

- b. **General Manager (GM) Search** – Ms. Kirsten Hebert queried the board regarding information/decisions necessary for her to post the general manager position both locally and nationally. After Ms. Hebert had completed her fact finding, the manager informed the board he had begun research work on a new GM contract, which will be vetted by the district’s attorney prior to being presented to the board.
- c. **Trustee Compensation** – The manager presented to the board the 2023-2024 BRWD Trustee Attendance Record and asked the board to review for accuracy. After hearing no complaints, the trustee paychecks were disbursed.

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

319 grant: A disappointing turn of events. We became aware two weeks ago that Boothbay's town manager had not informed the selectboard about the proposed Adams Pond Road realignment project, despite this project being in the works since 2023. Jon and I went to the Selectboard meeting last Wednesday May 8 to discuss the project. Selectman Chuck Cunningham said that we could not swap easements to move the road without a town vote, which had never been raised as an issue by the Town Manager in multiple meetings on the project. Dan Bryer is consulting with the town attorney to determine whether a town vote is necessary. Everything related to this project is now on hold until we have an answer to this question.

Bigelow partnership: We will assist Bigelow this week with sampling in the watersheds and ponds. We also begin our lake monitoring program.

CDWI/BRLT lands acquisition specialist: Jon and I met with BRLT's new land acquisition specialist Bailey Charron last week and think she will be a good fit.

Transition: I am spending a lot of time these days organizing and going through files to ensure a smooth transition for my replacement.

10. **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)** – Search for a replacement Utilities Technician (UT) continues with two preliminary interviews completed. The manager went on to inform the board that the district was trying new methods to get the word out to generate a larger pool to draw from.
 - b. **Training Update** –The AM provided the board with a briefing of the Annual HR Conference she attended at the Samoset in Rockland, for most of previous week.
11. **TREATMENT DIVISION (TD)** –The manager reported raw water quality continued to improve. Filter train efficiency for filter and clarifier performance remained at 100%. For the previous period, finish water production averaged 0.4635 MGD, slightly under that of the same period in 2023 which averaged 0.4686 MGD. Key chemical additions were approximately 10% below normal.
12. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD continues to deal with disaster recovery, normal job orders, continuous improvement to the year-round water system and regulatory compliance activities.
- a. **Seasonal Startup Status Report** – On 29 April 2024 the district had its diver repair the Squirrel Island Village Corporation (SIVC) water main and began service to Squirrel Island, meeting the regulatory requirement with a day and one-half to spare.

- b. **Supporting DOT in Route 27** – The manager informed the board by informing them that this exercise was beginning to get large and complicated. Staff had been working with DOT in preparing for this summer’s restoration of Route 27, which was consuming many more manhours than previously estimated. All the culverts had been identified as requiring little to no attention. However, the culvert opposite the Railway Village was proving to be difficult to prepare. The valve packages would be installed later that week with the bypass water main installation to follow.
13. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
 14. **LAND ACQUISITION UPDATE** –No change in status.
 15. **CAMERON POINT SEASONAL WATER MAINS** –No change in status.
 16. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported that since the previous meeting the contractor had completed all but 400 feet of 16” HDPE installation, which was expected to be installed by weeks end, flushed, pressure tested, and sampled on Monday. Once completed, three long side services remain to be installed as well as some SCADA work within the valve pit. Other post construction work included excavating under the Rt 27 lights to cap the old 8” water main and fill the abandoned water main with concrete. *Hagar* was lined up for repaving for which *Sargent Corp* has already begun prepping for.
 17. **FILTER WASTE RECYCLING PROJECT** – No change in status
 18. **SOLAR POWER** –No change in status
 19. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status
 20. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
 21. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – The manager, as previously reported, to assist CMBG and the YMCA acquire funding for the water and sewer main extension along Barters Island Road, he had written letters to the congressional delegation in support of the project. The board was provided with copies of that correspondence.
 22. **AFFORDABLE HOUSING PROJECTS** – The manager reported:
 - a. **Boothbay** – Since the previous meeting most of the water main to service this development, within the confines of Bradley Road, has been installed. By the week’s end the final valve package at the entrance of the development will be installed with a main terminating inside the property of the development. Pressure testing and decontamination will commence next week. All that is left is three long-side services to be completed later. The manager explained that he was holding off a request for acceptance until all infrastructure is complete, tested and protected from current construction activities.

- b. **Boothbay Harbor** - Next week, upon the request of *E.M. Wood Construction*, the DD will participate in the installation of the 6” high density polyethylene (HDPE) water main within the private Alexander Way only. Included in the work package is approximately 400-feet of water main and the installation of a new fire hydrant.
23. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – The manager reported that after much discussion with the district’s attorney, if approved by the board, he would like to propose the following exemption language, exempting the water district, be added to the Southport Blasting Ordinance. The district would propose this action be taken to a special election of the town of Southport, wherein the board of selectmen are the authority of approving measures for this type of election. The manager explained that once presented to the Southport selectmen the district had no further role in the decision of this matter, other than if asked to comment at a public meeting. The board approved the managers’ approach to resolving this matter.

Proposed Exemption Article:

Section 14
EXCLUSIONS

The following provisions of this Ordinance shall not apply to the Boothbay Region Water District or its contractors in connection with the construction, extension, operation, maintenance, or repair of its water distribution system: Section 4 (A)(9), 4(A)(10), 4(A)(11); Section 6 and Section 8.

24. The meeting was adjourned at 1944 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan Ziegler
General Manager