

24 September 2024

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 10 September 2024

The Board of Trustees convened at 1900 hours. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, (Clerk); Boothbay; Trustee Tharpe, At-Large (Treasurer); Trustee Blakeslee, Boothbay Harbor; Trustee Stover, Boothbay, Trustee Tibbetts, Boothbay Harbor; Marcia Wilson Administrative Manager (AM); Weston Alley (GM elect); Jonathan E. Ziegler, Manager **Guests:** Rebecca Jacobs (Natural Resources). **Absent:** None.

1. The board approved the minutes of 27 August 2024.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: Stover, Tharpe, Anthony, Tibbitts. Nae: None; Abstain: Gamage.*
  2. The board approved payroll for 27 August 2024 & 03 September 2024.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.*
  3. The board approved transactions for 28 August 2024 through 10 September 2024.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.*
  4. The board went into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) (Personnel Matters) at 1847 hour.  
*Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.*
  5. The board exited Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) (Personnel Matters) at 1857 hour.  
*Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.*
1. **ADMINISTRATION** – Attached is Table 1 – *Boothbay Region Water District Cash Account Status Report as of 10 September 2024*. The value of routes 1 & 2 billing, to be released on 1 October 2024, has yet to be calculated and will be reported at the 24 September 2024 trustee meeting. During the previous period we received two (2) new service applications and have added zero (0) new accounts to the system.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 10 September 2024</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 24,962.00
Deposit Sweep Account	\$ 693,137.02
<b>Liquidity Total</b>	<b>\$ 718,099.02</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,352.77
Land Acquisition Fund	\$ 2,517.67
Capital Reinvestment Fund	\$ 483,320.78
Mt Dora Easement Escrow	\$ 4,791.64
Southport Sinking Fund	\$ 74,678.09
EBB Upgrade 91-20	\$ 62,330.18
Bank of Maine Unemployment CD	\$ 17,383.14
<b>Designated Fund Total</b>	<b>\$ 665,374.27</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,383,473.29</b>

- a. **Labor Negotiations** – Negotiations for the upcoming labor contract, which will begin 1 January 2025, are scheduled to begin 16 September 2024 with the negotiating team of Alley, Climo, and Wilson, aided by Doug Carrier of Verrill Law. A pre meeting to hammer out management goals and objectives is scheduled for 12 September 2024. The board was asked to submit any objectives of interest prior to that date.
- b. **GM Change of Command Process Update** - Since 3 September, both Weston and I have been working very closely. To date, we have met with the town of Boothbay on 4 September, Attorney Jim Cohen of Verrill Law on 5 September 2024 and later that day met with Scott Abbotoni, Superintendent of the Great Salt Bay Sanitary District. On 9 September 2024, we met Nicki Pellerenz of the Maine Water Utilities Association (MWUA). All meetings went well and were very informative to Weston.

On 12 September 2024 we will be meeting extensively with Weston’s primary mentor, Craig Douglas P.E. at his facility at the Brunswick & Topsham Water District, Treatment Plant. On 13 September 2024 a day was set aside to meet with Dirigo Engineering at their Fairfield office to bring Weston up-to-speed on all current projects and review the districts Capital Improvement Plan, of which Weston has already read twice. On 17 September 2024, Five Rivers met here, where Weston met the rest of the gang.

To cover regulatory compliance, we had a meeting with Denise Douin at the Maine Department of Health and Human Services, Drinking Water Program for a structured turnover of responsibilities wherein on that date Weston was officially made the operator of record for the district.

Additionally, staff and I have been going over his responsibilities in depth and will continue to do so for the foreseeable future. We are in a very good place right now and I believe Weston will be more than ready to take control of the district the evening of 24 September 2024.

2. **NATURAL RESOURCES** – The Natural Resources Program Manager (NRPM) prepared the following report and submitted it in writing.
  - ***NPS GRANT: Adams Pond Road Re-alignment and road improvements***
    - *Contract updates completed. Waiting for signatures from Boothbay town manager and BRWD general manager before work commences*
  - ***Clean Drinking Water Initiative***
    - *Collaborating with BRLT to put conservation easement on BRWD land adjacent to Adams Pond Road. Initial initiative to include a larger group of parcels, but due to cost and timing it was determined we should start with one contiguous parcel and once we complete that move on to additional cons easements. BRLT is in the process of a draft easement and proposal for cost*
    - *Meeting with the CDWT working group on September 17 at 9:00am at the BRWD office.*
  - ***Knickerbocker NPS concerns***
    - *Meeting with Camp Knickerbocker for their trail expansion/improvement plan on Thursday, September 19 at 1:15pm*
  - ***Adams Pond NPS concerns***
    - *Kipp scheduled to repair perched culver behind Patrice Connelly's property. Paid through grant funding.*
    - *Owners across from BRWD office are converting several sections of lawn to meadow and are working on removal of invasive species after meeting with them in July and volleying emails since*
  - ***Bigelow Labs***
    - *HABS samples monthly for testing at Bigelow on Knickerbocker and Adams*
    - *Meeting with Bigelow Team to learn more about their lab testing opportunities, Friday, September 20 at 9:00am*
  - ***Water Quality Testing***
    - *Bi-weekly testing as scheduled, nothing new to report*
  - ***Outreach***
    - *DEP/EPA tour of NPS projects has been cancelled due to EPA representative shortening her visit later this month. Alex Wong at DEP is keen to stay in the loop on the road realignment project. This has prompted consideration for a "ribbon cutting" ceremony next spring once the road and buffer planting is completed. Great publicity for BRWD and DEP would appreciate the recognition for the grant funding.*
    - *Presenting on the Adams Pond Road re-alignment project at the Rotary Club meeting on Thursday, November 14*
    - *Asked to take part on panel discussion at ME Rural Water Annual Conference in Bangor, Cross Insurance Center, December 10th*
  - ***Trainings***

- *September 11 at Augusta Civic Center: MWUA: Managing Your Water Source & Adapting to Changes*
- **Other**
  - *Maine Conservation Corps volunteering for BRWD September 30 through October 7. Focus will be on invasive plant removal. They will be staying at Camp Knickerbocker.*

A walk through of the Adams Pond Realignment Project will be conducted at 1800 hr. this evening with the town of Boothbay, NRPM and manager in attendance; trustees were encouraged to attend.

3. **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 district had offered a position in the district’s distribution division to an individual who initially accepted the position, then after about a day he called back and decided that this job was not for him.
  - b) **Training Update** – No change in status.
  
4. **TREATMENT DIVISION (TD)** –Raw water quality had improved to average, allowing gains in filter and clarifier performance. This is due to switching raw water sources from Knickerbocker Lake to Adams Pond. The clarifier performance was 100% and filter performance had improved to 87%. For the previous period, finish water production averaged 0.7442 MGD, again ahead of that recorded in the same period of 2023 which averaged 0.7016 MGD. Key chemical additions have significantly dropped with improvement in raw water quality, to approximately 50% of average. Required sampling for both process and permit compliance were current.
  - a. **Knickerbocker Lake Withdrawal Report** –Withdrawals were suspended on 3 September 2024. Table 2 illustrates the balance of available raw water left to district by permit.
  - b. **Water Reserve & Drought Status Report** – The Boothbay region remained drought free. Adams Pond has 208.5 MG usable, with Adams Pond at 83% usable capacity.

<b>Table 2</b>			
<b>Boothbay Region Water District</b>			
<b>2024 Knickerbocker Lake Water Withdrawal Report</b>			
<b>Start Date</b>	<b>End Date</b>	<b>Gallons Pumped</b>	<b>Gallons Remaining</b>
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
22-Jul-24	28-Jul-24	4,591,800	46,908,200
29-Jul-24	4-Aug-24	6,696,800	40,211,400
5-Aug-24	11-Aug-24	5,944,800	34,266,600
12-Aug-24	18-Aug-24	6,204,300	28,062,300
19-Aug-24	25-Aug-24	5,984,400	22,077,900
26-Aug-24	3-Sep-24	7,761,200	14,316,700
<b>Total Withdrawn</b>		<b>37,183,300</b>	<b>14,316,700</b>

5. **DISTRIBUTION DIVISION (DD)** – The DD continued to deal with normal job orders, continuous improvement to the year-round water system and regulatory compliance activities. See below for specific status on projects and efforts.
6. **5 RIVERS REGIONAL WATER COUNCIL** –The next Superintendents meeting was held here on 17 September 2024. Besides meeting and hazing Weston, legislative actions were the main topic of conversation. A full report will follow on 24 September 2024.
7. **LAND ACQUISITION UPDATE** – No change in status.
8. **CAMERON POINT SEASONAL WATER MAINS** – I need to meet with a specific landowner with Gerry prior to the district commencing this project to confirm construction and town property.
9. **OCEAN POINT WATER MAIN LOOPING PROJECT**- The final inspection was conducted on 4 September 2024 by Maine DOT and accepted. Besides the district burning up available grant money left over, with command-and-control improvements in the valve pit to occur down the road, for all intents and [purposes, this project is complete, and this report was the final report to the board.
10. **FILTER WASTE RECYCLING PROJECT** – The SRF application had been updated by Dirigo and is moving forward. The design for this project is full speed with a final design forthcoming. Once in hand, it will be shared with the board.
11. **SOLAR POWER** – No change in status

12. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – Staff is playing “catch up” excavating services at a great pace daily. All credit for salvaging this report is because of the efforts of the Assistant Forman, Shawn Simmons and his crew, who took the lead when this project began to languish and is doing an excellent job. A final report will be submitted to the board in mid-October.
  
13. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN REPLACEMENT PROJECT** – The chairman was setting up possible dates for this initial meeting with the board of overseers. Staff will attend any meeting, any time that is convenient for the chairman.
  
14. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No change in status.
  
15. **AFFORDABLE HOUSING PROJECTS** – See below,
  - a. **Boothbay** –No change in status.
  
  - b. **Boothbay Harbor** – No change in status.
  
16. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – Weston and I tried to meet with Eric Wood last week. Eric just had surgery which had put this effort behind. The goal was to have this project completed in 2024.
  
17. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** – Other than irritating me to no end with the DOT’s incompetence, the man manager had nothing new to report here.
  
18. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – This effort is now a project. The United States Environmental Protection Agency (EPA) had been selected to administer the \$3.85M Congressional Discretionary Spending grant obtained earlier this year by the district. An SRF application for the districts \$0.9M match is currently in process with the hope of possible more principal forgiveness. This project was picking up steam. Marcia elaborated more on the SRF application status.
  
19. The meeting was adjourned at 1949 hr.  
Trustee Climo motioned, Trustee Tibbitts seconded, vote: Yea unanimous.

END OF MINUTES

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