

26 November 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 12 November 2024

The Board of Trustees convened at 1900 hours. **In attendance:** Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Stover, Boothbay; Trustee Tibbetts, Boothbay Harbor; Trustee Anthony, Boothbay (Clerk); Trustee Blakeslee, Boothbay Harbor; Weston Alley, Manager (GM); Marcia Wilson, Administrative Manager (AM); **Guests:** Guage Seavy (Utility technician); Isabelle Curtis (Boothbay Register); **Absent:** None

1. The board approved the minutes of 22 October 2024.
Trustee Climo motioned, Trustee Blakeslee second, Yea: Gamage, Stover, Tharpe, Anthony, Tibbitts. Nae: None; Abstain: None
2. The board approved payroll for 22 October 2024, 29 October 2024 & 05 November 2024.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
3. The board approved transactions for 22 October 2024 through 11 November 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 1848 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 1905 hour.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 12 November 2024. The seasonal billing totals will be ready on November 26, 2024. During the previous period we received one (1) new service application and have added zero (0) new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 12 November 2024	
Account	Balance
Business Checking	\$ 25,157.16
Deposit Sweep Account	\$ 79,653.33
Liquidity Total	\$ 104,810.49
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,353.44
Land Acquisition Fund	\$ 2,517.75
Capital Reinvestment Fund	\$ 483,336.90
Mt Dora Easement Escrow	\$ 4,791.81
Southport Sinking Fund	\$ 74,680.54
EBB Upgrade 91-20	\$ 62,332.25
Bank of Maine Unemployment CD	\$ 17,383.14
Designated Fund Total	\$ 665,395.83
TOTAL CASH RESERVES	\$ 770,206.32

- a. **Labor Negotiations** – Negotiations were complete as far as the manager could tell and was just waiting for the union to present him with a copy to sign.
 - b. **Debt Limit increase**- Is the board in favor of removing the debt limit from the BRWD Charter? (*Trustee Climo motioned, Trustee Anthony second Yea: unanimous.*)
 - c. **Alexander Way Water Main**- Is the board in favor of accepting the new water main that was installed on Park St. into Alexander Way? (*Trustee Climo motioned, Trustee Blakeslee second Yea: unanimous.*)
2. **NATURAL RESOURCES** – The Natural Resources Program Manager (NRPM) prepared the following report and submitted it in writing.

Natural Resources Program Manager
Updates November 12, 2024

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - Contract updates completed. Waiting for signatures from Boothbay town manager (again—Boothbay lawyer omitted DEP amendments for engineered plans and language clarifying that each partner will pay for their own staff for the project duration (rather than an amount listed and then BRWD picks up the tab)

- Finalizing plant list for Adams Pond Road realignment buffer installation. Plants need to be ordered in fall/winter to secure selection and quantities. Will not order until the cost share agreement is signed by both parties.
- **Clean Drinking Water Initiative**
 - Nick Ullo reviewed the new easement proposal (properties directly abutting Hamrin easement). Meeting with Nick Ullo and Bailey Charron at BRLT morning of November 12.
- **Knickerbocker NPS concerns**
 - Camp Knickerbocker trail work review for 2025 with Rose Mooney of Boothbay Region YMCA and John Copeland of Kennebec Trail Company. Discussed priorities, approaches and options to improve buffer.
 - Site visits with Dan Feeney, Boothbay CEO; septic, driveway and more in next week or two—completed and all work is done and in good order.
- **Adams Pond NPS concerns**
 - Wetlands Protection Ordinance review for brewery on file at town office. I received a call to review week of November 11th.
- **Bigelow Labs**
- **Water Quality Testing**
 - Bi-weekly testing for 2024 completed on November 8. Next step is to report data to Lake Stewards of Maine.
 - Aaron Durgan and I will clean and inventory all supplies and prepare a schedule for the 2025 season over the winter.
- **Outreach**
 - Presenting on the Adams Pond Road re-alignment project at the Rotary Club meeting on Thursday, November 14th
 - Asked to take part in a panel discussion at ME Rural Water Annual Conference in Bangor, Cross Insurance Center, December 10th—sent bio to Kate Warner this week.
- **Trainings**
 - Watershed Managers Roundtable, November 22nd in Augusta
- **Other**
 - Left voicemail with Barry Sherman regarding properties. Will stop by in coming weeks to follow-up.
 - Attended OUR SHORE workshop to review draft of the new guide for professionals put out by Maine DEP on Nature Based Solutions for marine and freshwater shorelines
 - Taking a deep dive into funding opportunities for land acquisition, non-point source remediation and other conservation/water quality funding. Creating a spreadsheet of viable options with deadlines, categories, project potentials, etc.

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)** – Greg Kidd (Northeast Water and Wastewater Training Associates) has agreed to work with us to make sure that we are current on all aspects of safety training and record keeping. He will also be reviewing and updating our training and safety program.

b) **Training Update** – Tyler Campbell had passed his Class II Distribution & Class II Treatment Operator license exams, Cody Brown had passed his Class II Distribution Operator license exam.

- c) **MMA DOL Inspection**- MMA gave us a visit to do a Department of Labor inspection on our facility the prior week and had a few recommendations that were corrected within a week of the visit.
4. **TREATMENT DIVISION (TD)**- The Treatment Division had been helping the distribution department collect meters and drain the seasonal water mains over the prior couple of weeks.
- a. **Chemical Dosing & Water Usage** –
- Finish water flow average the past week was 0.2651 MGD. The year prior the flow average was 0.2774 MGD.
 - The current alum dose was 9.0 Mg/l. The prior year was 12.5 Mg/l.
 - The current caustic dose was 2.2 Mg/l. The prior year was 5.0 Mg/l.
 - The filter run time was at 80%. The prior year was 70%.
 - The clarifier run time was the same as last year at 91%.
- b. **Water Reserve & Drought Status Report** – The Boothbay region was currently in a D1 Drought (moderate drought). Adams Pond has 188.8 MG usable, with Adams Pond at 75.76% usable capacity.
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.
- a. **Vac trailer**- Vermeer had repaired the vac trailer and was going to test it in house before returning the trailer.
- b. **Seasonal Water Shutdown**- Meters were all pulled and read, and all the seasonal water mains had been properly drained and winterized.
6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in Status.
7. **LAND ACQUISITION UPDATE** – No change in status.
8. **CAMERON POINT SEASONAL WATER MAINS** – The manager was waiting for Bruce Harris to adjust an easement on Camerons Point Lane and then the district will be moving forward with looping the two dead ends together when time permits.
9. **FILTER WASTE RECYCLING PROJECT** – The Manager had submitted a capacity review checklist to our Capacity Development & Operator Certification Coordinator. They had also sent all information requested by MMBB and were waiting for further instructions. If everything is accepted on November 21, 2024 then the district could potentially close by the end of the year.
10. **SOLAR POWER** – No change in status
11. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – The Distribution department continued to update the inventory report when possible.
12. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.

13. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – CMBG and the YMCA was waiting to hear from the sewer district to see if it is possible for them to accept the added load to their system. If they can then they will likely proceed with installing both sewer and water.
14. **AFFORDABLE HOUSING PROJECTS** – See below,
 - a. **Boothbay** – No change in status.
 - b. **Boothbay Harbor** – No change in status.
15. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – Justin Wood had received the quote from the blasters and was in the process of putting together a quote for the whole project. He had mentioned that the blasters quote was about \$50,000 more than originally anticipated.
16. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** – The distribution crew had removed the bypass that was installed for the state to replace a culvert by the Boothbay Railway Village and put things back as they should be.
17. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – The ledge profiles that were done only went to the original end of project. The manager contacted Dirigo and they assured the manager that using the estimated average of ledge found during the process and applying it to the area that was not drilled is an acceptable method. The application for the EPA grant had been submitted and now the district is waiting for further instructions.
18. **EMERGENCY ACTION PLAN-** Trustee Tharpe had asked about an emergency action plan and the manager indicated that he will work on creating one moving forward.
19. The meeting was adjourned at 1916 hr.
Trustee Climo motioned, Trustee Gamage seconded, vote: Yea unanimous.

END OF MINUTES

PAGE LEFT INTENTIONALLY BLANK