

12 November 2024

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 22 October 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); **Guests:** Rebecca Jacobs (Natural Resources Program Manager). **Absent:** Marcia Wilson, Administrative Manager (AM)

1. The board approved the minutes of 08 October 2024.  
*Trustee Climo motioned, Trustee Tharpe second, Yea: Gamage, Stover, Tibbetts. Nea: None; Abstain: Anthony, Blakeslee.*
  2. The board approved payroll for 08 October 2024 & 15 October 2024.  
*Trustee Climo motioned, Trustee Tharpe second Yea: unanimous.*
  3. The board approved transactions for 08 October 2024 through 21 October 2024.  
*Trustee Climo motioned, Trustee Tharpe second Yea: unanimous.*
1. **ADMINISTRATION** – Attached is Table 1 – *Boothbay Region Water District Cash Account Status Report as of 22 October 2024*. The billing total for books 3,4 and 13 on November 1 will be \$625,646.12. During the previous period we received one (1) new service application and have added zero (0) new accounts to the system.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 22 October 2024</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,067.13
Deposit Sweep Account	\$ 134,696.36
<b>Liquidity Total</b>	<b>\$ 159,763.49</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,353.10
Land Acquisition Fund	\$ 2,517.71
Capital Reinvestment Fund	\$ 483,328.71
Mt Dora Easement Escrow	\$ 4,791.72
Southport Sinking Fund	\$ 74,679.32
EBB Upgrade 91-20	\$ 62,331.20
Bank of Maine Unemployment CD	\$ 17,383.14
<b>Designated Fund Total</b>	<b>\$ 665,384.90</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 825,148.39</b>

- a. **Labor Negotiations** – Negotiations are near complete and could potentially be signed by the end of this month.
  - b. **Debt Limit increase**- No change in status.
2. **NATURAL RESOURCES** – The Natural Resources Program Manager (NRPM) prepared the following report and submitted it in writing.

### **Natural Resources Program Manager**

#### **Updates October 22, 2024**

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
  - Contract updates completed. Waiting for signatures from Boothbay town manager
- **Clean Drinking Water Initiative**
  - Nick reviewed new easement proposal (properties directly abutting Hamrin easement). Meeting with Nick and Bailey at BRLT morning of October 22. Will meet to share updates with the Trustees at that evening’s board meeting
- **Knickerbocker NPS concerns**
  - New meeting for trail and other Camp Knickerbocker work in 2025 on Nov 5<sup>th</sup>
  - Site visits with Dan Feeney, Boothbay CEO; septic, driveway and more in next week or two
- **Adams Pond NPS concerns**
  - Annual review of the Hamrin Conservation Easement. Walked part of the property with Scott and Bailey from Boothbay Region Land Trust on Friday, October 4. After I left, they found recent ATV activity. This is strictly forbidden in the terms of the conservation easement. I will look to increase visible signage as well as drag brush across trails to discourage activity.
- **Bigelow Labs**
  - Meeting with Bigelow Team along with Weston and Bailey (CDWI/BRLT) to discuss additional PFAS testing and possible pilot project(s) October 16<sup>th</sup>. Bigelow will do additional tests to aide in
- **Water Quality Testing**
  - Bi-weekly testing as scheduled, October last month for testing 2024—will complete with Aaron after the seasonal shutdowns are completed.
- **Outreach**
  - Attended the Clean Drinking Water Initiative (CDWI) movie event on Sunday, October 20<sup>th</sup>
  - Presenting on the Adams Pond Road re-alignment project at the Rotary Club meeting on Thursday, November 14<sup>th</sup>
  - Asked to take part on panel discussion at ME Rural Water Annual Conference in Bangor, Cross Insurance Center, December 10<sup>th</sup>—sent bio to Kate Warner this week.
- **Trainings**
  - ME DEP: Inland Shoreland Stabilization Practices, October 24, David Moses Education Center, Coastal Conservancy
  - Know Your Milfoils, Lake Stewards of Maine, webinar, November 6<sup>th</sup>
  - Watershed Managers Roundtable, November 22<sup>nd</sup>

- **Other**
    - Maine Conservation Crew
      - Applied for 2025 season (due November 1, 2024)
      - Piles of debris to be moved to mowed fields near garage or across from plant and burned in the winter following the seasonal water shutdown
    - Barry Sherman has contacted the water district with interest in selling his property to the BRWD with restrictions. I will start the process of boundaries, fair market value, landowner meetings, 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 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** – No change in status.
4. **TREATMENT DIVISION (TD)**- The Treatment Division has been working with the new Distribution staff to learn their new assigned seasonal routs.
- a. **Chemical Dosing & Water Usage** –
  - b. Finished water flow average this past week is 0.3878 MGD. Last year the flow average was 0.4102 MGD.
  - c. The current alum dose is 8.2 Mg/L. Last year was 17.9 Mg/L.
  - d. The current caustic dose is 2.7 Mg/L. Last year was 7.8 Mg/L.
  - e. The filter run time is at 80%. Last year was at 70%
  - f. The clarifier run time is the same as last year at 91%.
  - b. **Water Reserve & Drought Status Report** – The Boothbay region is currently in a D1 Drought (moderate drought). Adams Pond has 194.2 MG usable, with Adams Pond at 78% usable capacity.
  - c. **Knickerbocker Lake Withdrawal Report** – Table 2 illustrates the balance of available raw water left to district by permit.

Table 2			
Boothbay Region Water District			
2024 Knickerbocker Lake Water Withdrawal Report			
Start Date	End Date	Gallons Pumped	Gallons Remaining
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
24-Sep-24	29-Sep-24	3,667,000	10,649,700
30-Sep-24	6-Oct-24	4,789,400	5,860,300
7-Oct-24	11-Oct-24	2,539,100	3,321,200
<b>Total Withdrawn</b>		<b>48,178,800</b>	<b>3,321,200</b>

5. **DISTRIBUTION DIVISION (DD)** – The DD continues 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 currently has our vac trailer and found what they thought has been causing the issues with it not running properly, it should be returned to us by the end of the week.
  - b. **Seasonal Water Shutdown**- Seasonal water is now officially off and all meters have been pulled, except for a few exceptions that pay extra to stay on longer.
  
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 water district does have the required easements to proceed with the looping project if the board wants to move forward with it. Because of the people apposed to this project taking place for no apparent reason, the foreman suggests that we wait. But if the board wants to move forward with this project we most certainly can.
  
9. **FILTER WASTE RECYCLING PROJECT** – We submitted a capacity review checklist to our Capacity Development & Operator Certification Coordinator. We are now waiting for further directions.
  
10. **SOLAR POWER** – No change in status
  
11. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – The Lead Serviced Line Inventory report was submitted on October 15<sup>th</sup> 2024.

12. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.
13. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – Drilling and Blasting Specialists have begun drilling for ledge profiles this week. I have a meeting at CMBG with Dirigo Engineering on October 25, 2024
14. **AFFORDABLE HOUSING PROJECTS** – See below,
  - a. **Boothbay** – The manager approved of plans proposed for the Butler Rd. Project to install water main, fire protection lines and service lines to 5 housing units that will have four apartments in each unit.
  - b. **Boothbay Harbor** – No change in status.
15. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – Justin Wood is waiting for a estimate from the blasters, then will be getting me a quote for the project. I should have it in hand by the end of next week.
16. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** – No change in status.
17. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – Ledge profiles will be starting as soon as they are done drilling for the CMBG project. We are also working with Dirigo Engineering to secure our match with the DWSRF.

END OF MINUTES

PAGE LEFT INTENTIONALLY BLANK