

22 April 2025

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 08 April 2025

The Board of Trustees convened at 1800 hours. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Weston Alley, General Manager (GM); **Absent:** Trustee Stover, Boothbay; Trustee Tharpe, At-Large (Treasurer); **Guests:** Boothbay Register

1. The board approved the minutes of 25 March 2025.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: Gamage, Tibbetts, Anthony, Nea: None*
  
2. The board approved payroll for 25 March 2025, 01 April 2025.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.*
  
3. The board approved transactions for 26 March 2025 through 08 April 2025.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.*
  
4. The board voted unanimously in favor of downsizing the water meter for 153 Samoset Trail, East Boothbay.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.*

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 08 April 2025. In the process of reading books 3,4, and 13 totals will be reported during the next trustees meeting. Seasonal minimum charge billing dated 04/01/25 is \$809,498.30. During the previous period we received one (1) new service applications and have added zero (0) new accounts to the system. YTD interest income is \$3,474.27 compared to last year at \$100.78.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> Cash Account Status Report as of April 08, 2025	
Account	Balance
Business Checking	\$ 28,348.99
Deposit Sweep Account	\$ 210,178.58
<b>Liquidity Total</b>	<b>\$ 238,527.57</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,425.10
Land Acquisition Fund	\$ 2,526.62
Capital Reserve	\$ 586,362.16
Capital Reinvestment Fund	\$ 148,880.70
Mt Dora Easement Escrow	\$ 4,802.54
Southport Sinking Fund	\$ 84,122.32
EBB Upgrade 91-20	\$ 62,551.71
Bank of Maine Unemployment CD	\$ 17,400.56
<b>Designated Fund Total</b>	<b>\$ 927,071.71</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,165,599.28</b>

- a. **CCR-** The Consumer Confidence Report for 2024 was made available and posted on our website and the updated link to bring you to the report was printed on all bills.

2. **NATURAL RESOURCES** – The Natural Resources Program Manager (NRPM) prepared the following report and submitted it in writing.

**Natural Resources Program Manager**  
**Updates April 08, 2025**

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
  - *Maine Outdoor Heritage Grant submitted. Review/announcement rescheduled from May 1<sup>st</sup> to May 27<sup>th</sup>*
  - *Submission of bi-annual progress report and reimbursement for funds expended through April 15*
  - *Steering committee and pre-construction meeting on April 7 with Addie Halligan ME DEP and Mike Alley Boothbay DPW*
- **Clean Drinking Water Initiative (BR CDWI)**
  - *Continue to work with Bailey on outreach and land acquisitions/easements*
  - *Forest to Faucets: April 8<sup>th</sup>: Nature Based Solutions for Shorelines with John MacLaine from DEP*
  - *Forest to Faucets: May 6<sup>th</sup>: Understanding PFAS with Christoph Appelli of Bigelow Laboratory for Ocean Sciences*
- **Knickerbocker NPS concerns**
  - *Updating watershed survey; last one completed 2014; field work May 19-23*
- **Adams Pond NPS concerns**
  - *Updating watershed survey; last one completed 2014; field work May 19-23*
  - *Dropped off buffer planting design for B.Sherman. Will modify based on feedback and place plant order for spring installation*
- **Bigelow Labs**
  - *Sent 2025 water quality testing schedule for their technician to follow.*
- **Water Quality Testing**
  - *Aaron and I will be starting the second week of May (DO meter not back from ME DEP until mid to late April)—weather permitting. Testing bi-weekly*
- **Outreach**
  - *June 3: Plant Paddle, Lake Knickerbocker (from public access), co-sponsored with Lake Stewards of Maine and Boothbay Region Clean Drinking Water Initiative*
  - *June 13: Maine Lakes Conference: UMaine Farmington; I will be speaking on emergent plants in buffer zones. Working on presentation and handouts.*
- **Trainings**
  - *March 27: Maine Sustainability and Water Conference, Augusta*
  - *April 9 & 10: Non-point Source Pollution Conference, Freeport*
  - *June 12 Sediment and Erosion Control Training for BBRWD staff, Boothbay DPW, and other locals; John MacLaine from ME DEP Non-point Source Pollution Training Center will be teaching the course. All participants can then be certified after proof of proper installation of best management practices*
- **Land Acquisition/Conservation Easements**
  - *393 Back River Road: Tom Berry. Appraisal scheduled for June*
- **Other**
  - *Writing a Davis Foundation Grant to support land acquisitions for the Tom Berry property. This is in partnership with Boothbay Region Land Trust and the Clean Drinking Water Initiative. The land trust will be submitting the grant on behalf of the partnership as*

*they are the group most aligned with the foundation. Will submit for October cycle as the appraisal will not be completed until June.*

- *Received \$10,000 award letter from Source Protection Grant submission. I had requested \$20,000 (maximum). Average award is \$10,000 or less so BBRWD did well in a large pool of applicants. Payment made after all resources expended and invoices or other documentation is provided to SPG grant administrator. Anticipate late fall/early winter request for reimbursement.*
- *Received \$300 from Lake Stewards of Maine to put towards our updated watershed survey. Check received.*

3. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations during the previous period.

a) **Human Resources (HR)** – Gage Seavey has reached 6 months which was the end of his probation period, he will be getting a review ASAP.

b) **Training Update** – Last week the GM attended the NEWWA trade show in Worcester, MA. This was a great opportunity to network and talk with different vendors about what they had to offer for the benefit of our system and rate payers.

4. **TREATMENT DIVISION (TD)**- The TD had been business as usual, as well as fine tuning the new check valve that was recently installed on Rt. 96.

a. **Chemical Dosing & Water Usage** –

- Finish water flow average this past week is 0.2841 MGD. Last year the flow average was 0.3193 MGD.
- The current alum dose is 10.4 Mg/l. Last year was 9.7 Mg/l.
- The current caustic dose is 4.1 Mg/l. Last year was 3.0 Mg/l.
- Filter run time is at 80%. Last year was 92%.
- The clarifier run time is the same as last year at 100%.

b. **Water Reserve & Drought Status Report** – The Boothbay region was at the time in D1 Drought status (moderate drought) as of April 3, 2025. Adams Pond is flowing over the dam and is at full capacity.

5. **DISTRIBUTION DIVISION (DD)** – The DD had been preparing for seasonal turn-on, there was a leak on the Squirrel Island and an attempt to repair it will happen 4/10/25 (Thursday). They had also been hard at work repairing seasonal water mains and making alterations that were needed. From 4/9-4/14/25 the DD will be utilizing a flagging company to control traffic while they lower gate boxes from the Boothbay center to the traffic lights in the harbor for the state paving project. Next week we be filling our seasonal water mains and beginning the process of seasonal water turn-on.

a. **Customer Request to Downsize Meter**- Peter Kamenstein at 153 Samoset Trail, East Boothbay, would like to downsize their water meter from 1.5” to 1”. The average usage for this property is 4,500 cubic feet. The minimum charge for their current meter is for 14,400 cubic feet. The minimum charge for a 1” meter is 7,200 cubic feet. Attached is the excel sizing form to show that this downsize will still adequately supply water at peak demand. The GM felt that this made sense.

Is the board in favor of approving the downsizing of water meter for 153 Samoset Trail, East Boothbay?

6. **5 RIVERS REGIONAL WATER COUNCIL** – No Change in status.
7. **CAMERON POINT SEASONAL WATER MAINS** – This project will be taking place as soon as the DD is able.
8. **FILTER WASTE RECYCLING PROJECT** – No change in status.
9. **LEAD SERVICE LINE INVINTORY** – On hold until seasonal water turn-on is completed and preparation for state road work is completed.
10. **SIVC WATER MAIN REPLACEMENT PROJECT** – Dirigo Engineering was currently working on options for replacement.
11. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YOUNG MENS CHRISTANS ASSOCIATION (YMCA) INFRASTRUCTURE REQUEST** – There will be a meeting 4/9/25 (tomorrow) to discuss where we are at and what needs to be done moving forward. I signed location permit applications for the water main project that were prepared by Aaron Dyer with Dirigo Engineering.
12. **AFFORDABLE HOUSING PROJECTS** – See below,
  - a. **Boothbay** – No change in status.
13. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status.
14. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. – No change in status.
15. **EMERGENCY RESPONSE/ACTION PLAN (ERP)**- Still developing with the BRWD staff. (will be completed shortly after May 1<sup>st</sup>)
16. The meeting was adjourned at 1940 hr.  
*Trustee Climo motioned, Trustee Gamage second Yea: unanimous.*

END OF MINUTES

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