

25 February 2025

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 11 FEBRUARY 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 Tharpe, At-Large (Treasurer); Trustee Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Weston Alley, General Manager (GM); **Absent:** Trustee Stover, Boothbay **Guests:** Boothbay Register

1. The board approved the minutes of 28 January 2025.  
*Trustee Blakeslee motioned, Trustee Tibbetts second, Yea: Gamage, Anthony, Tharpe Nea: None*
2. The board approved payroll for 28 January 2025, 4 February 2025.  
*Trustee Blakeslee motioned, Trustee Tibbetts second, Yea: unanimous.*
3. The board approved transactions for 29 January 2025 through 11 February 2025.  
*Trustee Blakeslee motioned, Trustee Tibbetts second, Yea: unanimous.*

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 11 February 2025. The upcoming billing amount for February 1<sup>st</sup> for books 3,4 and 13 is \$544,923.81. During the previous period we received zero (0) new service applications and have added one (1) new account to the system.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 11 February 2025</b>	
Account	Balance
Business Checking	\$ 25,749.30
Deposit Sweep Account	\$ 359,156.63
<b>Liquidity Total</b>	<b>\$ 384,905.93</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,354.47
Land Acquisition Fund	\$ 2,517.88
Capital Reinvestment Fund	\$ 483,361.22
Mt Dora Easement Escrow	\$ 4,792.05
Southport Sinking Fund	\$ 84,012.51
EBB Upgrade 91-20	\$ 62,335.39
Bank of Maine Unemployment CD	\$ 17,400.56
<b>Designated Fund Total</b>	<b>\$ 674,774.08</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,059,680.01</b>

- a. **Debt Limit increase/Removal**- Jim Cohen (Verrill Law) had notified the GM that without documented support from the local municipalities that it is not likely to get the legislation to agree with removal of the debt limit for the BRWD. The GM will be submitting the proper documentation required to the Secretary of State to officially change the BRWD’s debt limit in the charter from \$12 million to \$19 million. This will have to be done by the districts clerk.
- b. **Audit**- Marcia was elbow deep in audit preparation.

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

**Natural Resources Program Manager**  
**Updates February 11, 2025**

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
  - *Completed with all attachments and partner letters in hand. ME DEP is reviewing for edits. Grant will be revised and submitted no later than February 14. Total Request: \$37,480*
- **Clean Drinking Water Initiative**
  - *Steering Committee meets Feb 18 at noon (YMCA or BRLT)*
- **Knickerbocker NPS concerns**
  - *Site review with Boothbay CEO at Whale Rock Subdivision Feb 11*
  - *Review Coastal Maine Botanical Gardens site plans. Provided feedback to CEO and will be doing a site visit in weeks to come.*
- **Adams Pond NPS concerns**
- **Bigelow Labs**
  - *Meeting March to review 2025 schedule for PFAS and HABS and to discuss possible test plots or pilot projects; date TBD.*
- **Water Quality Testing**
  - *Cleaned up testing supply closet and updated schedule for 2025*
  - *Motorboat restriction waiver completed and in hand for 2025*
  - *Boats registered with IF&W for 2025*
- **Outreach N/A**
- **Trainings**
  - *PFAS Training from American Association of Advancement of Science*  
*2020 and 2021 online presentations 13:35 total hours--completed*
  - *Registered for Maine Water Utilities Association Conference. February 5<sup>th</sup>*
    - *Attended all PFAS related presentations*
  - *Water Quality Tech Sessions; Lake Stewards of Maine; Feb 10; 11:30am*
- **Land Acquisition**
  - *393 Back River Road: Took Tom Berry to see 45 Summit Road. He is interested in pursuing this option. Nathan Shipley is retained to appraise 393 Back River Road, Boothbay and 45 Summit Road, Boothbay Harbor as well*
- **Other**
  - *Lead Line Inventory: still waiting for review/announcement*
  - *Source Protection Grant (SPG)—no word yet on 2025 application*
  - *Applied for the Lake Stewards of Maine Lake Assessment Grant. Funding amount unknown (I asked). Application due on Feb. 9<sup>th</sup>. Submitted on Feb 7<sup>th</sup>. The last watershed survey was conducted in 2014. Average time to update is 10 years, so the water district is due to update.*
  - *Asked to present on emergent shoreline plants for the Lake Stewards of Maine Annual Conference June 13 in Farmington*
  - *Request for the Trustees to consider a percentage or flat rate placed into Natural Resource Protection fund. This would provide at least regular partial funding for land acquisition and conservation easements as well as mitigation projects as needed.*

3. **SAFETY & TRAINING UPDATE** – The manager had reported that there had been no safety violations or known missed inspections during the previous period.
  - a) **Human Resources (HR)** – No change in status.
  - b) **Training Update** – The MWUA trade show held several training sessions for all of the employees to attend, as well as the pipe tapping contest (3-year champs). We now have a student from BRHS doing a work study here at the district for about an hour a day as part of his high school schedule.
4. **TREATMENT DIVISION (TD)**- The treatment plant is in the process of rebuilding all of the LMI chemical pumps as part of their annual maintenance. Cody Brown and Tyler Campbell will be deeply involved in this process. Kenniston Hill Pump Station is now programed to use the two pumps in lead/lag, allowing the station to pump more water to the high-pressure side of the distribution system.
  - a. **Chemical Dosing & Water Usage** –
    - Finish water flow average this past week is 0.2712 MGD. Last year the average flow was 0.3154 MGD.
    - The current alum dose is 12.5 MG/L. Last year was 11.8 MG/L.
    - The current caustic does is 6.0 MG/L. Last year was 7.8 MG/L.
    - The filter run time is at 70%. Last year was 76%
    - The clarifier run time at 90%. Last year was 100%
  - b. **Water Reserve & Drought Status Report** – The Boothbay region is currently in a D1 Drought (moderate drought) as of February 4, 2025. Adams Pond was flowing over the dam and was at full capacity.
5. **DISTRIBUTION DIVISION (DD)** – The DD continued to deal with everyday job orders as well as working on the Lead Service Line inventory report.
  - a. **Water Meters**- Core & Main has received the information needed to complete a propagation study for communication equipment that would be needed to complete an upgrade to our current water meters. They will be here on the 19<sup>th</sup> of February to give us a presentation on Sensus water meters and utilizing the current technology that the meters are capable of.
6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
8. **FILTER WASTE RECYCLING PROJECT** – No change in status.
9. **SOLAR POWER** – No change in status
10. **LEAD SERVICE LINE INVINTORY** – No change in status.
11. **SIVC WATER MAIN REPLACEMENT PROJECT** – Dirigo is now putting multiple plans together so we can compare prices of different options.

12. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YOUNG MENS CHRISTANS ASSOCIATION (YMCA) INFRASTRUCTURE REQUEST** – CMBG had been awarded \$2 million dollars on a \$4.6 million dollar project from the Bipartisan Infrastructure Law (BIL) which was available for projects which addressed PFAS contamination in public drinking water supplies. This will consolidate CMBG’s water system with the BRWD by running 16” HDPE water main from Chapel St. to Knickerbocker Rd.
13. **AFFORDABLE HOUSING PROJECTS** – See below,
  - a. **Boothbay** – No change in status.
14. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – E.M. Wood was currently planning on starting the main replacement in the fall of 2025, due to the winter first laying down a deep ground frost level and then a large amount of snow, which pushed back all of the other projects that they have to complete before they can start on Joppa Road.
15. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. – Dale Harmon delivered the marked-up plans to Dirigo Engineering today so they can make a finalized set of plans for this project.
16. **DISASTER RESPONSE/ACTION PLAN**- The GM was at the time, waiting on a call back from Kirsten Herbet with MRWA on possible programs that will be working under a grant for training and developing a plan for water districts.
17. **CAMPBELL COVE SUBDIVISION**- No change in status.
18. The meeting was adjourned at 1845 hr.  
*Trustee Climo motioned, Trustee Gamage second Yea: unanimous.*

END OF MINUTES

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