

11 March 2025

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 25 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 11 February 2025.
Trustee Climo motioned, Trustee Blakeslee second, Yea: Gamage, Anthony, Tharpe Nea: None
2. The board approved payroll for 11 February 2025, 18 February 2025.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
3. The board approved transactions for 12 February 2025 through 25 February 2025.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 25 February 2025. The billing total for books 5+6 will be \$66,490. During the previous period BRWD received three (3) new service applications and had added two (2) new account to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 25 February 2025	
Account	Balance
Business Checking	\$ 27,370.61
Deposit Sweep Account	\$ 577,320.97
Liquidity Total	\$ 604,691.58
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,354.47
Land Acquisition Fund	\$ 2,517.88
Capital Reinvestment Fund	\$ 483,361.22
Mt Dora Easement Escrow	\$ 4,792.12
Southport Sinking Fund	\$ 84,012.51
EBB Upgrade 91-20	\$ 62,335.39
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 674,774.15
TOTAL CASH RESERVES	\$ 1,279,465.73

- a. **Debt Limit increase/Removal**- With the help of Jim Cohen (Verrill Law), The district was in the process of taking the final two steps left to officially change the BRWD charters debt limit to reflect the towns vote to increase from \$12 million to \$19 million. The final steps are as follows,
 1. Complete the filing process with the Secretary of State for the prior referendum; and
 2. Proceed with the amended version of the bill so that the charter itself reflects a debt limit of \$19M
- b. **Audit**- This year’s in the field portion of work for the audit was completed on 02/25/25.
- c. **Budget Performance Report**- The AM gave details of this report.

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

Natural Resources Program Manager
Updates February 25, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - *Submitted grant. Total Request: \$37,480. Committee review May 1st in Augusta. Announcements of awards that day. I will attend in person.*
- **Clean Drinking Water Initiative**
 - *Steering Committee met Feb 18. Review of finances (in the black) and education initiatives for 2025. Coastal Maine Botanical Gardens is interested in adapting our watershed brochure into an interpretive sign at the gardens. All partners of CDWI, water district, etc will be included in the sign.*
- **Knickerbocker NPS concerns**
 - *Site review with Boothbay CEO at Whale Rock Subdivision Feb 11 allowed me to meet owner of Leighton Associates as well as contractor Steve Aresenault*
- **Adams Pond NPS concerns**
 - *Will be working with Boothbay Craft Brewery to develop a beer can design that focuses on the watershed*
- **Bigelow Labs**
 - *Meeting March 5 to review 2025 schedule for PFAS and HABS and to discuss possible test plots or pilot projects; date tbd*
- **Water Quality Testing**
- **Outreach**
 - *Forests to Faucets program at the botanical gardens March 11—Building Better Buffers. I'm presenting*
- **Trainings**
- **Land Acquisition/Conservation Easements**
 - *393 Back River Road: Tom Berry. Currently waiting for an appraisal.*
- **Other**
 - *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.*
 - *Spoke with Carina Brown and Paul Hunt at Portland Water District (PWD) regarding how PWD funds acquisitions and/or conservation easements.*
 - *Four Ways PWD funds watershed protection*
 - *Watershed Protection Fund*
 - *PUC funding*
 - *Source Protection Fund (Maine Water Utilities Association)*
 - *Maine Bond Bank*
 - *Matrix for determining allocation for properties/projects. Fund at 25% of value*

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)** – No change in status.
 - b) **Training Update** – Annual safety training had been scheduled for March 13, 2025. The GM had joined MRWA’s legislative and regulatory Committee.

4. **TREATMENT DIVISION (TD)**- The Treatment department was in the process of replacing two sump pumps in the pipe gallery. During a training session with the crossover employees, it was discovered that both pumps that are responsible for keeping the room from flooding had failed (30+ years old).
 - a. **Chemical Dosing & Water Usage** –
 - Finish water flow average this past week is 0.2963 MGD. Last year the average flow was 0.2905 MGD.
 - The current alum dose is 14.4 Mg/l. Last year was 9.3 Mg/l
 - The current caustic dose is 7.6 Mg/l. Last year was 8.5 Mg/l.
 - The filter run time is at 70%. Last year was 78%
 - The clarifier run time at 91%. Last year was 100%
 - b. **Water Reserve & Drought Status Report** – The Boothbay region was in a D1 Drought (moderate drought) as of February 18, 2025. Adams Pond was flowing over the dam and was at full capacity.
 - c. **Pump Inspection Report**- Attached was this year’s Pump Inspection Report, all pumps except RWP#2 performed well. It was recommended by Weston & Sampson that future replacement is considered.

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 gave a presentation on the current meter capabilities, also went through our system and identified what was left for completing installing radio read MXU’s throughout the system and are working on an estimate of cost to possibly go to a remote reading system.

6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.

7. **CAMERON POINT SEASONAL WATER MAINS** – Harris Law had completed the easement that was needed to loop the Cameron’s Point seasonal water main and will notify the GM know when Mr. Bursaw has signed it.

8. **FILTER WASTE RECYCLING PROJECT** – No change in status.

9. **LEAD SERVICE LINE INVINTORY** – No change in status.

10. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.

11. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YOUNG MENS CHRISTANS ASSOCIATION (YMCA) INFRASTRUCTURE REQUEST** – No Change in status.

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. **DISASTER RESPONSE/ACTION PLAN-** MRWA had scheduled a visit to the office March 3, 2025, to have an initial meeting to discuss the BRWD’s Emergency Response Plan with the districts staff.
16. The meeting was adjourned at 1845 hr.
Trustee Climo motioned, Trustee Gamage second Yea: unanimous.

END OF MINUTES

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