

28 January 2025

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 14 JANUARY 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 Stover, Boothbay; Trustee Tibbetts, Boothbay Harbor; Trustee Tharpe, At-Large (Treasurer); Trustee Blakeslee, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Weston Alley, General Manager (GM); Absent: None; Guests: Boothbay Register

1. The board approved the minutes of 17 December 2024.

Trustee Climo motioned, Trustee Anthony second, Yea: Gamage, Stover, Tibbitts, Nea: None, Abstain: Tharpe, At-Large (Treasurer)

2. The board approved payroll for 17 December 2024, 24 December 2024, 31 December 2024, 07 January 2025.

Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

3. The board approved transactions for 18 December 2024 through 14 January 2024.

Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 14 January 2025. We are in the process of reviewing the reads for books 3,4 & 13 billing totals will be reported in the next trustees meeting. During the previous period we received one (1) new service applications and have added zero (0) new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 14 January 2025	
Account	Balance
Business Checking	\$ 25,477.24
Deposit Sweep Account	\$ 548,320.03
Liquidity Total	\$ 573,797.27
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,354.12
Land Acquisition Fund	\$ 2,517.84
Capital Reinvestment Fund	\$ 483,353.01
Mt Dora Easement Escrow	\$ 4,791.96
Southport Sinking Fund	\$ 84,011.07
EBB Upgrade 91-20	\$ 62,334.33
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 674,762.89
TOTAL CASH RESERVES	\$ 1,248,560.16

- a. **Debt Limit increase/Removal**- Jim Cohen (Verrill-Law) had been inquiring about whether we need his assistance would be needed before the Legislature. If so, he would need to register as a lobbyist due to the requirements of Maine law. This is him assuming that the debt limit bill has been submitted.
- b. **Audit**- BBRWD will be getting audited February 24-25, 2025

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

Natural Resources Program Manager
Updates January 14, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - *In the process of putting Maine Outdoor Heritage Fund grant request together for approximately \$37,000 to cover the plants, loam, mulch, crushed stone, etc. for the buffer planting and new roadbed. I have already reached out to the grant’s administrator, partners, landowners, etc. for letters of support. Submission will be February 14 with the funding review in early May. If funded, the check is typically issued within 30 days and requires only one final report within a year of issue.*
- **Clean Drinking Water Initiative**
 - See land acquisition section below
- **Knickerbocker NPS concerns**
 - *Still need to meet with Rosita from YMCA at Camp Knickerbocker to review 2025 project priorities*
- **Adams Pond NPS concerns**
- **Bigelow Labs**
- **Water Quality Testing N/A**
- **Outreach N/A**
- **Trainings N/A**
- **Land Acquisition**
 - *Met with Tom Berry from Back River Road on Jan 3rd to discuss possible sale of his property to the water district. This is a “top five” priority property in the watershed. He is not interested in listing with a realtor. He would like to move to another smaller house on a smaller lot (1/2 to 2 acres) within Boothbay/Boothbay Harbor. Looking at whether the water district has an appropriate parcel that could provide a lot for Tom to put a new home on, preferably outside the watersheds or in a low impact area. The Maine Drinking Water Program has a low interest loan program that could provide funding to acquire 393 Back River, and the water district could then subdivide an appropriate lot with the house out to sell. Tom is not rushed and is open to proposals. The Clean Drinking Water Initiative will pay for an appraisal of the property so we know where things are in terms of market value, and we can have a “real” number to negotiate with Tom.*
- **Other**
 - *Lead Line Inventory: Worked with Dale and Shawn to collect appropriate numbers to submit application for reimbursement for work completed on this in between January 1 and October 16, 2024 (up to \$25,000). Waiting for a response.*
 - *Submitted End of Year Report on Knickerbocker Lake to ME Department of Environmental Protection. Aaron, John and I will work together to generate a monthly report allowing for a quicker year end data process*
 - *Started a 2025 work plan*
 - *Meeting with the code office to review the proposed new parking lot for the wellness center at the Boothbay golf club and the botanical gardens pending projects. Both fall within the watershed district zoning and require water district review.*
 - *Reached out to the Source Protection Grant (SPG) administrator. I have put a draft request together based on the 2024 application. They will be publishing the 2025 grant applications in late January after revisions. Hoping to apply for \$20,000 to cover the cost*

of supporting Camp Knickerbocker efforts, the Maine Conservation Corps (buffer installation assistance) and contracting Bigelow Labs for PFAS and HABS testing.

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** – The GM and AM completed the required training for the EPA portion of the Hendricks Hill Rd. Grant.

4. **TREATMENT DIVISION (TD)**- The Treatment Division, with the help of the distribution department, is in the process of repainting the raw water pipes in the raw water station, also routine maintenance on all the system generators. They will also be conducting confined space entry/recovery training at the same time as replacing a level indicator in the raw water wet well.
 - a. **Chemical Dosing & Water Usage** –
 - Finished water flow average this past week is 0.2705 MGD. Last year the flow average was 0.3428 MGD.
 - The current alum dose is 12.9 Mg/l. Last year was 12.5 Mg/l.
 - The current caustic dose is 4.9 Mg/l. Last year was 2.7 Mg/l.
 - The filter run time is at 70%. Last year was 77%.
 - 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) as of January 9, 2025. Adams Pond is flowing over the dam and is at full capacity.
 - c. **Treatment Plant Air Compressor**- The Treatment Plant air compressor is approaching the end of its life and John Orne has been in contact with Ingersoll Rand to find the correct replacement. The compressor should be on site within 2 months, we are planning on doing the bulk of installation in-house (excluding electrical hook up). This will be a savings of approximately 12k.

5. **DISTRIBUTION DIVISION (DD)** – The DD continues to deal with everyday job orders as well as working on the Lead Service Line inventory report.
 - a. **Water Meters**- E.J. Prescott gave us a presentation on the capabilities of the meters that they are currently using after dropping the Sensus meters that we currently use. They are going to do a study on the area and figure out how many communication towers would be required to read remotely from the office. Core and Main will be giving us the same presentation on the technology available for the meters that we are currently using. I will keep the board updated on the cost and benefits of each.

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

7. **CAMERON POINT SEASONAL WATER MAINS** – Bruce Harris notified me that the Surveyors should have a draft of the new easement to him by 1/16/25 (Thursday) to propose the changes to Chris Burshaw.

8. **FILTER WASTE RECYCLING PROJECT** – BRWD received a letter of commitment from the Maine Municipal Bond Bank (MMBB) and Verrill Law is in the process of setting up an interim loan for the project. Just as a reminder the project cost is \$2,686,600 and with the 35% principal forgiveness that the district will be receiving from the Drinking Water State Revolving Fund (DWSRF) the total forgiveness will be \$921,000.
9. **SOLAR POWER** – No change in status
10. **LEAD SERVICE LINE INVENTORY** – The Distribution department continues to investigate services and update the inventory report when possible. The DD was in the process of handing out notices to the unknown status customers that only need their side identified and Admin was in the process of sending out letters in the mail to notify customers that need identification on both sides of the service box to expedite the inventory process.
11. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.
12. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YOUNG MENS CHRISTANS ASSOCIATION (YMCA) INFRASTRUCTURE REQUEST** – CMBG has placed #1 on the DWSRF backup project list, this means that if someone on the primary list drops off for whatever reason then they will be the first to move up and receive funding.
13. **AFFORDABLE HOUSING PROJECTS** – See below,
 - a. **Boothbay** – The Housing project on Butler Rd. was moving forward with the installation of 5 duplex units, with 8” HDPE water main feeding the facility. As of 1/14/2025 they had installed all but 150’ of the main.
14. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** –E.M. Wood had been notified that we want this project to move forward. They will notify us when they can start this project.
15. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – Attached is the 2025 Draft DWSRF primary project list. We placed 16th on the list and qualified for **70%** principal forgiveness on a \$1,433,000 loan. This is a total savings of \$1,003,100, leaving us for a total project cost of \$429,900 on a \$5.3 million dollar project.
16. **DISASTER RESPONSE/ACTION PLAN-** I have found several templates for a response/action plan the GM was working on completing this as time allowed, I will be discussing this with the 5 Rivers group during the next meeting.
17. **CAMPBELL COVE SUBDIVISION-** Jody Lewis had brought in plans for installing about 300’ of 6” HDPE that will be feeding 3 lots and a fire hydrant at the end of the main into the property that previously held the Lakeview Hotel. The property will be divided into 4 separate lots. The DD was putting together an estimate for this project.
18. The meeting was adjourned at 1848 hr.
Trustee Climo motioned, Trustee Gamage second Yea: unanimous

END OF MINUTES

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