

11 February 2025

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 28 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 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 14 January 2025.
Trustee Climo motioned, Trustee Blakeslee second, Yea: Gamage, Stover, Tibbitts, Tharpe Nea: None
2. The board approved payroll for 14 January 2025, 21 January 2025.
Trustee Climo motioned, Trustee Blakeslee second Yea: unanimous.
3. The board approved transactions for 15 January 2025 through 28 January 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 14 January 2025. The upcoming billing amount for February 1st 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 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 28 January 2025	
Account	Balance
Business Checking	\$ 25,499.22
Deposit Sweep Account	\$ 429,492.33
Liquidity Total	\$ 454,991.55
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	\$ 4,792.05
Southport Sinking Fund	\$ 84,012.51
EBB Upgrade 91-20	\$ 62,334.33
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 674,764.42
TOTAL CASH RESERVES	\$ 1,129,755.97

- a. **Debt Limit increase/Removal**- Jim Cohen (Verrill-Law) has checked the draft of the debt limit bill and I will let Rep. Holly Stover tell us what the status is at this point.
- b. **Audit**- BBRWD will have auditors on site 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 (Rebecca Jacobs)
Updates January 28, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - *In 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 grants 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*
 - *Steering Committee to meet sometime in February. Waiting on exact date/time*
 - *3 part speaker series starts in March at botanical gardens.*
- **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**
 - *In process of scheduling a meeting for planning/scheduling testing for PFAS and HABS in 2025 as well as review 2024 data (not yet completed) and pilot projects. Anticipated meeting in early February.*
- **Water Quality Testing**
 - *February Aaron and I will update schedule for 2025, inventory materials, and do any maintenance on materials and equipment*
- **Outreach N/A**
- **Trainings**
 - *PFAS Training from American Association of Advancement of Science*
 - 2020 and 2021 online presentations*
 - *Scientific Overview of PFAS (1:40) completed*
 - *Introduction to Human Health Impacts (2:00)*
 - *Addressing Community Risks Posed by PFAS Contamination (1:35)*
 - *Introduction to PFAS (2:00) completed*
 - *Status of Research and Regulation (1:29)*
 - *Impacts on Communities and Environmental Justice Concerns*
 - *The Role of Agency for Toxic Substances and Disease Registry*
 - *Federal Regulatory Process*
 - *Registered for Maine Water Utilities Association Conference. February 5th*
- **Land Acquisition**
 - *Meeting with Tom Berry to discuss next steps and look at possible lot for a new home for him. One idea was to provide a small lot (out of BRWD holdings ideally) for a new home for Tom. There is a large parcel owned by the water district at 45 Summit Road which would be able to provide a buildable lot (10,000 sq ft minimum with water and sewer). I have already been in touch with CEO at Boothbay Harbor. If Tom is agreeable to this*

location, a valuation of the parcel will be worked into the overall purchase and sale agreement for 393 Back River Road.

- *Bailey Charron from the Clean Drinking Water Initiative (CDWI) is taking the lead on getting an appraisal done for 393 Back River Road. If Tom is agreeable to 45 Summit Road location, I'll have her add a valuation for the lot there as well. Funds from the CDWI are being used for the 393 Back River appraisal.*

- **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). Contacted administrator. He was still processing November submissions. Our submission was in February. Not sure how funds will be allocated—draw down (first come/first serve) or dispersed between all viable submissions.*
- *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*
- *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 cost of supporting Camp Knickerbocker efforts, the Maine Conservation Corps (buffer installation assistance) and contracting Bigelow Labs for PFAS and HABS testing. No announcement for 2025 SPG funding as of report submission.*

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** – Cody Brown and Tyler Campbell had been working with the Treatment Department and learning how the treatment plant works and also training for their operator's licenses.

4. **TREATMENT DIVISION (TD)**- The treatment plant was getting its annual maintenance with the help of Cody and Tyler, they had just finished touching up paint on filter one and will be starting on filter 2 for that week.

- 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 was currently in a D1 Drought (moderate drought) as of January 23, 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. Sargent was installing a PRV on the new RT. 96 interconnection, and EII was working on installing SCADA controls to the system. The crew had been practicing on their pipe tapping skills when time had allowed. This was a good educational experience for the new guys on the crew and hopefully helped with the pipe tapping competition in the MWUA’s trade show on the 6th of February.
 - a. **Water Meters-** Was waiting for EJP to tell the BRWD how many communication towers would be needed to go to a remote read water meter with leak detection capabilities. Core & Main was trying to find a date that will work for everyone to give the BRWD a presentation on the Sensus water meter capabilities.
6. **5 RIVERS REGIONAL WATER COUNCIL** – There will be a meeting on 1/29/25.
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** – The Distribution department continued 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 needed identification on both sides of the service box.
11. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.
12. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YOUNG MENS CHRISTANS ASSOCIATION (YMCA) INFRASTRUCTURE REQUEST** – No change in status.
13. **AFFORDABLE HOUSING PROJECTS** – See below,
 - a. **Boothbay** – No change in status.
14. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status.
15. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – No change in status.
16. **DISASTER RESPONSE/ACTION PLAN-** The GM had found an Emergency Response plan of action templet from the Maine Center for Disease Control and Prevention. He had have given a copy of this to the treatment department to complete parts that would be related to them and after the GM will give the copy to the distribution department and fill out the rest when they are done. Once completed the GM will work with the Five Rivers group to go over and collaborate with them to make a plan that will expand on options for response.
17. **CAMPBELL COVE SUBDIVISION-** No change in status.

18. The meeting was adjourned at 1844 hr.
Trustee Climo motioned, Trustee Gamage second Yea: unanimous.

END OF MINUTES

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