

25 March 2025

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 11 MARCH 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; Trustee Stover, Boothbay; Marcia Wilson, Administrative Manager (AM); Weston Alley, General Manager (GM); **Absent:** None **Guests:** Boothbay Register; Jim Lord (Dirigo Engineering)

1. The board approved the minutes of 25 February 2025.
Trustee Climo motioned, Trustee Blakeslee second, Yea: Gamage, Tibbetts, Anthony, Tharpe Nea: None, Abstain: Trustee Stover
2. The board approved payroll for 25 February 2025, 04 March 2025.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
3. The board approved transactions for 26 February 2025 through 11 March 2025.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
4. The board went into Executive Session pursuant to 1 M.R.S.A. § 405(6)(C) (Acquisition of real property or economic development) at 1936 hour.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
5. The board exited Executive Session pursuant to 1 M.R.S.A. § 405(6)(C) (Acquisition of real property or economic development) at 1955 hour.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
6. The board went into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) (Personnel Matters) at 1956 hour.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
7. The board exited Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) (Personnel Matters) at 2012 hour.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
8. The board voted on the Boothbay Region Water District taking ownership of installation of year-round water from Chapel St. to Knickerbocker Rd. in Boothbay with Coastal Maine Botanical Gardens funding the project.
Trustee Climo motioned, Trustee Anthony Second, Yea: Trustees Gamage, Tharpe, Stover, Blakeslee, Tibbetts, Nea: None.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 11 March 2025. In the process of reviewing the reads from books 1+2. The totals will be reported on the next trustee meeting. Troy Gauthier has submitted the capacity grant for payment reimbursement to the drinking water program (up to \$30,000). During the previous period we received zero (0) new service applications and have added zero (0) new account to the system. With the Capital Reserve account at 3.6% interest vs. the .02% interest that the sweep account has we decided to move an additional \$250,000 into the Capital Reserve from the Sweep account.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 25 February 2025	
Account	Balance
Business Checking	\$ 25,290.61
Deposit Sweep Account	\$ 292,736.92
Liquidity Total	\$ 318,027.53
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,354.47
Land Acquisition Fund	\$ 2,517.88
Capital Reserve	\$ 585,000.00
Capital Reinvestment Fund	\$ 148,382.63
Mt Dora Easement Escrow	\$ 4,792.12
Southport Sinking Fund	\$ 84,013.84
EBB Upgrade 91-20	\$ 62,342.46
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 924,803.96
TOTAL CASH RESERVES	\$ 1,242,831.49

- a. **Debt Limit increase/Removal**- On 3/4/25 Trustee/Rep. Stover and the GM testified in front of legislature on behalf of the BRWD to increase the debt limit. 3/7/25 the AM submitted required paperwork to the Secretary of State. On 3/12/25 went to Augusta to the legislative work session.

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

Natural Resources Program Manager
Updates March 11, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - *Maine Outdoor Heritage Grant submitted. Review/announcement May 1st*
- **Clean Drinking Water Initiative**
 - *Continue to work with Bailey on outreach and land acquisitions/easements*
- **Knickerbocker NPS concerns**
 - *Heard from Dan, CEO Boothbay, that landowner is concerned his catchment basin/retention area is overflowing too much. Dan and I will go look at the site. This is a culvert that exits on Stanley Peterson's property that has caused some issues in the past. We'll see what we can do to improve the infiltration system.*
- **Adams Pond NPS concerns**
 - *Met with Boothbay Craft Brewery to develop a water can design that focuses on the watershed. Provided a number of graphics and data for consideration in the design.*
- **Bigelow Labs**
 - *Met on March 5 to review work to date and plan for 2025 field season. Will add additional sites for PFAS, test fish samples in both water bodies and be available for any large storm or other needs. Their calendar year runs June to June for testing and reporting, so we are wrapping up for the 2024/2025 testing cycle. Full report of results will be available in June or early July*
- **Water Quality Testing**
 - *Aaron and I will be starting the second week of April. Testing bi-weekly.*
- **Outreach**
 - *Forests to Faucets program at the botanical gardens March 11—Building Better Buffers. I'm presenting*
- **Trainings**
 - *March 27- Maine Sustainability and Water Conference, Augusta*
 - *April 9 & 10- Non-point Source Pollution Conference, Freeport*
- **Land Acquisition/Conservation Easements**
 - *393 Back River Road: Tom Berry. Currently waiting for an appraisal as well as sewer hook-up y/n for Summit Road*
- **Other**
 - *Met with Barry Sherman and Bailey Charron (BR CDWI) about mowing schedule and buffer planting for Barry's property. He seems willing to improve buffer as long as his aesthetic values are addressed as well (they will be).*
 - *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. Due April 1st.*

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.

4. **TREATMENT DIVISION (TD)**- The Treatment department has finished repairing the sampling boat. Also, they have almost completed getting the new air compressor in service (will be completed by the end of the week). The TD has completed annual generator maintenance as well as chemical injection pumps.
 - a. **Chemical Dosing & Water Usage** –
 - Finish water flow average this past week is 0.2946 MGD. Last year the average flow was 0.3662 MGD
 - The current alum dose is 11.5 Mg/l. Last year was 10.8 Mg/l
 - The current caustic dose is 6.4 Mg/l. Last year was 4.4 Mg/l
 - The filter run time is at 70%. Last year was 80%.
 - The clarifier run time at 91%. Last year was 100%
 - b. **Water Reserve & Drought Status Report** – The Boothbay region was in D1 Drought status (moderate drought) as of March 4, 2025. Adams Pond is flowing over the dam and is at full capacity.

5. **DISTRIBUTION DIVISION (DD)** – The DD continued to deal with everyday job orders, they had also been working with Sargent pressure testing the new PRV on Rt. 96, they had finished handing out all the unknown status services to get us in compliance with the LSLI rules. The DD is also in the process of installing MXU's on customers that currently do not have them to allow them to read them by driving by instead of walking to the house. They also had finished reading meters and testing backflows for the month. This was the last week of cross training for Cody Brown and Tyler Campbell in the treatment plant.
 - a. **Water Meters**- The GM had a meeting with EJP on 3/13/25 to discuss the propagation study that they completed for the BRWD.

6. **5 RIVERS REGIONAL WATER COUNCIL** – Meeting on 3/18/25.

7. **CAMERON POINT SEASONAL WATER MAINS** – Harris Law was working with the survey company to re-write the easement description and will be done with this by the end of the day 3/12/25. After this they will then get in touch with Mr. Bursaw to review and sign.

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

9. **LEAD SERVICE LINE INVINTORY** – The DD department will be restarting their efforts on the LSLI this week with the vac trailer.

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

11. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YOUNG MENS CHRISTANS ASSOSIATION (YMCA) INFRASTRUCTURE REQUEST** – TBD.

12. **AFFORDABLE HOUSING PROJECTS** – See below,
 - a. **Boothbay** – The DD will be filling and flushing the 8” & 12” water mains going into the facility today. Also, there are 4 foundations poured so this is moving along quickly.
13. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status.
14. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – We are starting the application process for our match portion of the CDS grant.
15. **EMERGENCY RESPONSE/ACTION PLAN (ERP)**- We had a meeting with MRWA on 3/3/24 to discuss details on the ERP, the treatment and distribution departments will be getting together to discuss various details on the plan. The plan is about ¾ finished and we will be having another meeting with MRWA for review when it is finished.
16. **EXECUTIVE SESSION**- 1 M.R.S.A. § 405(6)(C)/1 M.R.S.A. § 405(6)(A)
17. The meeting was adjourned at 2015 hr.
Trustee Climo motioned, Trustee Gamage second Yea: unanimous.

END OF MINUTES

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