

08 April 2025

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 25 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

1. The board approved the minutes of 11 March 2025.
Trustee Climo motioned, Trustee Blakeslee second, Yea: Gamage, Tibbetts, Anthony, Stover, Tharpe Nea: None

2. The board approved payroll for 11 March 2025, 18 March 2025.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.

3. The board approved transactions for 12 March 2025 through 25 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)(A) (Personnel Matters) at 1939 hour.
Trustee Gamage motioned, Trustee Climo second, Yea: unanimous.

5. The board exited Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) (Personnel Matters) at 1951 hour.
Trustee Gamage motioned, Trustee Climo second, Yea: unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 25 March 2025. The billing amount for books 1+2 was \$77,957.22. During the previous period we received five (5) new service applications and had added two (2) new accounts to the system. We received a \$30,000 reimbursement to help cover the costs for switching our billing software.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 25 March 2025	
Account	Balance
Business Checking	\$ 24,899.24
Deposit Sweep Account	\$ 219,363.81
Liquidity Total	\$ 244,263.05
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,356.78
Land Acquisition Fund	\$ 2,518.17
Capital Reserve	\$ 586,362.16
Capital Reinvestment Fund	\$ 148,382.63
Mt Dora Easement Escrow	\$ 4,802.54
Southport Sinking Fund	\$ 84,122.32
EBB Upgrade 91-20	\$ 62,342.46
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 926,287.62
TOTAL CASH RESERVES	\$ 1,170,550.67

- a. **Debt Limit increase/Removal**- On 3/12/25 Rep. Stover and I attended the work session for the change in the BBRWD's debt limit increase, it was a unanimous vote of yea to approve the change.
- b. **Budget Performance Report**- The GM or AM will give details of the attached report.

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

Natural Resources Program Manager
Updates March 25, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - *Maine Outdoor Heritage Grant submitted. Review/announcement rescheduled from May 1st to May 27th*
- **Clean Drinking Water Initiative (BR CDWI)**
 - *Continue to work with Bailey on outreach and land acquisitions/easements*
 - *Forest to Faucets: April 8th: Nature Based Solutions for Shorelines with John MacLaine from DEP*
- **Knickerbocker NPS concerns**
 - *Reviewed culvert and retention basin for the Back River Road crossing by Stanley Peterson's property. Contacted Mike at DPW to prioritize this fix this spring.*
- **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. Need to draft MOU for donation to BR CDWI and use of water district and BR CDWI initiatives*
 - *Working on buffer planting design for Barry Sherman's property.*
- **Bigelow Labs**
 - *Continue testing for HABS and PFAS to understand current levels and mitigate any areas showing higher levels*
- **Water Quality Testing**
 - *Aaron and I will be starting the second week of April—weather permitting. Testing bi-weekly*
- **Outreach**
 - *Maine Lakes Conference: June 13, UMaine Farmington; I will be speaking on emergent plants in buffer zones. Working on presentation and handouts.*
- **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. Appraisal scheduled for June*
- **Other**
 - *Preparing for a new watershed survey for Adams Pond and Knickerbocker Lake. Latest is 11 years old. Recommendation is for survey to be no more than 10 years old. A new watershed survey will put the water district back in line for a new 319 grant and other funding. I am currently lining up team leaders. ME DEP has been informed that we are committed to completing the surveys this calendar year and will serve as support/training as needed.*
 - *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. Will submit for October cycle as the appraisal will not be completed until June.*

- *Received \$10,000 award letter from Source Protection Grant submission. I had requested \$20,000 (maximum). Average award is \$10,000 or less so BBRWD did well in a large pool of applicants.*
 - *Received \$300 from Lake Stewards of Maine to put towards our updated watershed survey. They didn't offer a range for their award so there was nothing to anticipate. It will help feed the teams on survey days!*
3. **SAFETY & TRAINING UPDATE** – The manager had reported that there had been no safety violations during the previous period.
- a) **Human Resources (HR)** – No change in status.
 - b) **Training Update** – BRWD renewed its membership with New England Water Works Association, Cody Brown and Tyler Campbell are attending a grade 3&4 Distribution class held by Greg Kidd.
4. **TREATMENT DIVISION (TD)**- The Treatment department had completed installation of the new plants air compressor, they had completed disinfection by-products sampling, bac-t sampling, and PFAS sampling, also inserted the pinboard back into the dam and assisted Cunningham security with annual system checks.
- a. **Chemical Dosing & Water Usage** –
 - Finish water flow average this past week is 0.2755 MGD. Last year the flow average was 0.2888MGD.
 - The current alum dose is 14.6 Mg/l. Last year was 9.7 Mg/l.
 - The current caustic dose is 8.2 Mg/l. Last year was 2.8 Mg/l.
 - The filter run time is at 70%. Last year was 83%.
 - The clarifier run time is at 91%. Last year was 100%.
 - b. **Water Reserve & Drought Status Report** – The Boothbay region was currently in D1 Drought status (moderate drought) as of March 24, 2025. Adams Pond is flowing over the dam and is at full capacity.
 - c. **Treatment Plant Air Compressor**- The Treatment Staff with the help of two members of the Distribution department had completed the installation of the new air compressor.
5. **DISTRIBUTION DIVISION (DD)** – The DD had been business as usual with turn-on's rolling in, they had set about 200 MXU's, working with McGee on turning on the new main going down Butler Rd., installing new services on seasonal mains and preparing for seasonal turn on.
- a. **Rt. 27 Sidewalk** - See attached plan for details.
6. **5 RIVERS REGIONAL WATER COUNCIL** – Held discussions about changes in regulations, districts rates and terms and conditions.

7. **CAMERON POINT SEASONAL WATER MAINS** – Bruce Harris had completed the easement required to loop the seasonal water mains that dead end on Camerons Point Rd., and Chris Bursaw had reviewed and signed it.
8. **FILTER WASTE RECYCLING PROJECT** – Dirigo Engineering will be here 3/27/25 to dig test pits with the help of the BRWD.
9. **LEAD SERVICE LINE INVINTORY** – Rebecca Jacobs, Marcia Wilson, and Dale Harmon are in the process of trying to complete a grant application to help cover the cost of this new regulation.
10. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.
11. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YOUNG MENS CHRISTANS ASSOSIATION (YMCA) INFRASTRUCTURE REQUEST** – No change in status.
12. **AFFORDABLE HOUSING PROJECTS** – See below,
 - a. **Boothbay** – The DD had pressure tested the water main going into this new complex and found that it did not hold pressure, after investigation they found a service band leaking and made the repair retested to ensure that this was the only issue (it was) and tested for bacteria today.
13. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status.
14. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – No change in status.
15. **EMERGENCY RESPONSE/ACTION PLAN (ERP)**- Still developing with the BRWD staff.
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 1952 hr.
Trustee Climo motioned, Trustee Gamage second Yea: unanimous.

END OF MINUTES

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