

13 May 2025

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 22 April 2025

The Board of Trustees convened at 1900 hours. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Trustee Stover, Boothbay; Trustee Tharpe, At-Large (Treasurer); Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** None **Guests:** Boothbay Register

1. The board approved the minutes of 08 April 2025.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: Gamage, Tibbetts, Anthony, Abstain: Tharpe, Stover Nea: None*
2. The board approved payroll for 08 April 2025, 15 April 2025.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.*
3. The board approved transactions for 09 April 2025 through 22 April 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 1921 hour.  
*Trustee Gamage motioned, Trustee Climo 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 1950hour.  
*Trustee Gamage motioned, Trustee Climo second, Yea: unanimous.*

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1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 22 April 2025. The upcoming May 1<sup>st</sup> billing amount for books 3,4&13 is \$515,874.89. During the previous period we received one (2) new service applications and have added zero (0) new accounts to the system.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of April 22, 2025</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,693.48
Deposit Sweep Account	\$ 442,173.22
<b>Liquidity Total</b>	<b>\$ 467,866.70</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,425.10
Land Acquisition Fund	\$ 2,526.62
Capital Reserve	\$ 586,362.16
Capital Reinvestment Fund	\$ 148,880.70
Mt Dora Easement Escrow	\$ 4,818.20
Southport Sinking Fund	\$ 84,122.32
EBB Upgrade 91-20	\$ 62,551.71
Bank of Maine Unemployment CD	\$ 17,400.56
<b>Designated Fund Total</b>	<b>\$ 927,087.37</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,394,954.07</b>

- a. **Budget Performance Report-** The AM will provide the details.

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

**Natural Resources Program Manager**  
**Updates April 22, 2025**

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
  - *Work starting on new road late April. DPW will keep one crew working continuously on the project and float a second crew in and out depending upon other needs in town.*
- **Clean Drinking Water Initiative (BR CDWI)**
  - *Forest to Faucets: May 6<sup>th</sup>: Understanding PFAS with Christoph Appelli of Bigelow Laboratory for Ocean Sciences*
- **Knickerbocker NPS concerns**
  - *Updating watershed survey; last one completed 2014; field work May 19-23*
  - *First inquiry for Lake Friendly Grants from landowner Susan Angle.*
  - *Site walk on 20-acre parcel abutting Little Knickerbocker and Knickerbocker owned by the Gardens. Made a few suggestions for improvement. Otherwise, it is a beautiful property with a nice understory. It's going into a conservation easement with Boothbay Region Land Trust eminently. This is a great buffer in the watershed.*
- **Adams Pond NPS concerns**
  - *Updating watershed survey; last one completed 2014; field work May 19-23*
  - *Meeting with Barry Sherman week of April 28 to confirm buffer planting plan. Plant order will follow immediately. This planting will be installed in advance of the Adams Pond buffer planting.*
- **Bigelow Labs—no new updates**
- **Water Quality Testing**
  - *DO Meter back from ME DEP. Ready to start testing early May*
- **Outreach**
  - *June 3: Plant Paddle, Lake Knickerbocker (from public access), co-sponsored with Lake Stewards of Maine and Boothbay Region Clean Drinking Water Initiative*
  - *June 13: Maine Lakes Conference: UMaine Farmington; I will be speaking on emergent plants in buffer zones. Working on presentation and handouts.*
- **Trainings**
  - *June 12 Sediment and Erosion Control Training for BBRWD staff, Boothbay DPW, and other locals; John MacLaine from ME DEP Non-point Source pollution Training Center will be teaching the course. All participants can then be certified after proof of proper installation of best management practices*
- **Land Acquisition/Conservation Easements**
  - *393 Back River Road: Tom Berry. Appraisal scheduled for June*
- **Other**
  - *On vacation April 17-27. Will be at staff meeting April 29.*

3. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations during the previous period.
  - a) **Human Resources (HR)** – No change in status.
  - b) **Training Update** – No change in status.
4. **TREATMENT DIVISION (TD)**- The TD has been assisting the DD in the seasonal water turn-on process.
  - a. **Chemical Dosing & Water Usage** –
    - Finish water flow average this past week is 0.4844 MGD. Last year the flow average was 0.3890 MGD.
    - The current alum dose is 10.2 Mg/l. Last year was 9.2 Mg/l.
    - The current caustic dose is 2.9 Mg/l. Last year was 3.6 Mg/l
    - Filter run time is the same as last year at 100%.
    - Clarifier run time is the same as last year at 100%.
  - b. **Water Reserve & Drought Status Report** – The Boothbay region is finally out of drought status as of April 15, 2025. Adams Pond is flowing over the dam and is at full capacity.
5. **DISTRIBUTION DIVISION (DD)** – The DD is currently in the process of putting out seasonal meters as well as continuing to repair leaks and normal job orders. Over the last two weeks on top of everyday job orders they had been preparing for state paving and prepping seasonal water mains for summer water.
6. **5 RIVERS REGIONAL WATER COUNCIL** – No Change in status.
7. **CAMERON POINT SEASONAL WATER MAINS** – The DD has installed gate valves in this area so they can complete the project with minimal shutdowns when the time comes.
8. **FILTER WASTE RECYCLING PROJECT** – No change in status.
9. **LEAD SERVICE LINE INVENTORY** – No change in status.
10. **SIVC WATER MAIN REPLACEMENT PROJECT** – On 4/11/25 the GM and Trustee Gamage had a meeting with Dirigo Engineering to discuss the possibilities of replacing the line to the island. When Dirigo Engineering completes the preliminary designs, I will schedule a meeting with SIVC to discuss different options moving forward.
11. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – On 4/18/25 the GM applied for funds with Northern Borders Regional Commission. Attached is a new Memorandum Of Understanding between the CMBG and the BBRWD for the application of CDS funding and construction of new water main.

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. **EMERGENCY RESPONSE/ACTION PLAN (ERP)**- No change in status.
2. The meeting was adjourned at 1951 hr.  
*Trustee Climo motioned, Trustee Anthony second Yea: unanimous.*

END OF MINUTES

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