

27 May 2025

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 13 MAY 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 Lorrain, Boothbay Harbor; Trustee Stover, Boothbay; Trustee Tharpe, At-Large (Treasurer); Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM); Rebecca Jacobs (NRPM) **Absent:** None **Guests:** Boothbay Register

1. The board approved the minutes of 22 April 2025.
Trustee Climo motioned, Trustee Anthony second, Yea: Gamage, Tibbetts, Tharpe, Stover, Lorrain Abstain: None Nea: None
2. The board approved payroll for 22 April 2025, 29 April 2025, 06 May 2025.
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.
3. The board approved transactions for 23 April 2025 through 13 May 2025.
Trustee Climo motioned, Trustee Anthony 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 1945 hour.
Trustee Climo motioned, Trustee Tibbetts 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 2029 hour.
Trustee Climo motioned, Trustee Tibbetts second, Yea: unanimous.
6. **CHAIRMAN** – Trustee Gamage was elected Chairman of the Board.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
7. **VICE CHAIRMAN** – Trustee Climo was elected Vice Chairman.
Trustee Anthony motioned, Trustee Tibbetts second, vote: Yea unanimous.
8. **TREASURER** – Trustee Tharpe was elected Treasurer.
Trustee Anthony motioned, Trustee Climo second, vote: Yea unanimous.
9. **CLERK** – Trustee Anthony was elected Clerk.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 22 April 2025. The May 1st billing total for books 3,4&13 was \$516,569.59. During the previous period we received four new service applications and have added zero new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of May 13, 2025	
Account	Balance
Business Checking	\$ 34,738.64
Deposit Sweep Account	\$ 544,170.92
Liquidity Total	\$ 578,909.56
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,485.62
Land Acquisition Fund	\$ 2,534.10
Capital Reserve	\$ 588,157.64
Capital Reinvestment Fund	\$ 149,321.85
Mt Dora Easement Escrow	\$ 4,818.20
Southport Sinking Fund	\$ 84,379.90
EBB Upgrade 91-20	\$ 62,737.06
EPA Grant	\$ 100.93
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 929,935.86
TOTAL CASH RESERVES	\$ 1,508,845.42

- a. **Trustee Election Results-** Congratulations to Trustee Stover who won her second term as Trustee representing Boothbay. Welcome and congratulations Trustee Steve Lorrain, who was elected as trustee for the BRWD to represent Boothbay Harbor.
- b. **New Employee-** Dalton Pushard had put in his two week notice with MRWA and will be joining us full time.

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

Natural Resources Program Manager
Updates May 13, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - DPW cleared trees/brush.
 - Re-confirmed perennial order and timing of delivery with grower.
- **Clean Drinking Water Initiative (BR CDWI)**
 - *Forest to Faucets: May 6th: Understanding PFAS with Christoph Appelli of Bigelow Laboratory for Ocean Sciences—Approximately 20 in attendance. Excellent information.*
- **Knickerbocker NPS concerns**
 - *Updating watershed survey; last one completed 2014; field work May 19-23*
 - *Site visit on May 23 at the botanical gardens with Boothbay CEO, Gardens Staff and engineers, and water district staff to review sediment and erosion control measures and water quality testing*
- **Adams Pond NPS concerns**
 - *Updating watershed survey; last one completed 2014; field work May 19-23*
 - *Spoke with Barry Sherman regarding buffer. We are adapting to no mow areas that will be enhanced with wildflowers. Bailey from the BR CDWI (Boothbay Region Clean Drinking Water Initiative) and I will help Barry execute.*
- **Bigelow Labs**
 - *Open House July 11 from 10am to 2pm—will likely participate with BR CDWI*
- **Water Quality Testing**
 - *Assisted Aaron and John with putting out floats*
 - *First water quality testing of season completed on May 6th*
- **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. Sent images, description, etc*
- **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. Confirmed location: Boothbay Fire Department*
- **Land Acquisition/Conservation Easements**
 - *393 Back River Road: Tom Berry. Appraisal scheduled for June*
- **Other**
 - *Maine Outdoor Heritage Fund Grant Review is Tuesday, May 27 in Augusta. I will be able to report about approval at that evenings Trustees meeting (request \$37,480)*
 - *Reviewing grant applications for Maine Natural Resource Conservation Program (MNRCP) and Implementation 319 Grants. Will be speaking with grants administrator on May 19 from MNRCP to discuss preferred projects.*

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** – The AM attended a HR conference last week.

4. **TREATMENT DIVISION (TD)**- The TD will be hosting a visit with a class from the Boothbay Region High School on May 21. They are currently in the process of building a new table when time allows for the meeting room. Over the last couple of weeks they have replaced a sensor in the raw water wet well, completed analyzer maintenance, deployed the data logger on Knickerbocker lake, launched floats and boats for sampling on both water sources, and been dealing with various power and telemetry issues at a couple of offsite areas. EII will be here to help with the SCADA updates and connecting a new sensor in water filter #2

a. **Chemical Dosing & Water Usage** –

- Finish water flow average this past week is 0.4277 MGD. Last year the flow average was 0.4515 MGD.
- The current alum dose is the same as last year at 10.2 mg/l.
- The current caustic dose is 4.9 M/gl. Last year was 2.3 Mg/l.
- The filter run time is the same as last year at 100%.
- The clarifier run time is the same as last year at 100%.

b. **Water Reserve & Drought Status Report** – The Boothbay region was in a no drought status as of May 6, 2025. Adams Pond was flowing over the dam and was at full capacity.

5. **DISTRIBUTION DIVISION (DD)** – The DD has been busy trying to complete the largest monthly list of backflows for the year (over 90 for this month), as well as paving trenches that have been created over the winter as well as preparing for the DOT paving project. They have been working on various issues/ upgrades on seasonal water mains.
6. **5 RIVERS REGIONAL WATER COUNCIL** – Meeting May 20 at the BRWD.
7. **CAMERON POINT SEASONAL WATER MAINS** – The DD potentially will be starting this looping project in the next month.
8. **FILTER WASTE RECYCLING PROJECT** – BRWD had submitted the first pay request to cover engineering costs incurred. The GM will keep the board updated on status of this project.
9. **LEAD SERVICE LINE INVENTORY** – The DD will be re-starting their efforts to identify service lines when the workload allowed.
10. **SIVC WATER MAIN REPLACEMENT PROJECT** – Dirigo Engineering was still working on proposals for line replacement and was waiting on cost estimates to come back to them.
11. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No Change in status.

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.** – BRWD’s request for sole sourcing fire hydrants was granted, we also have now had highway opening applications, and utility location permit applications completed for this project.
15. **EMERGENCY RESPONSE/ACTION PLAN (ERP)**- 95% complete and will be working with the staff to finish this up after the GM gets back next week.
2. The meeting was adjourned at 2030 hr.
Trustee Climo motioned, Trustee Tibbetts second Yea: unanimous.

END OF MINUTES

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