

22 July 2025

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 08 JULY 2025

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

1. The board approved the minutes of 24 June 2025.
Trustee Climo motioned, Trustee Lorrain second, Yea: Gamage, Tibbetts, Tharpe, Anthony, Stover Nea: None
2. The board approved payroll for 24 June 2025, 01 July 2025
Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.
3. The board approved transactions for 25 June 2025 through 08 July 2025.
Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 08 July 2025. We are in the process of reading books 3,4 and 13. Totals will be reported during the next Trustee meeting. During the previous period we received 7 new service applications and have added 3 new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of July 08, 2025	
Account	Balance
Business Checking	\$ 25,132.70
Deposit Sweep Account	\$ 799,538.42
Liquidity Total	\$ 824,671.12
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,609.24
Land Acquisition Fund	\$ 2,549.39
Capital Reserve ("PUC Account")	\$ 591,706.75
Capital Reinvestment Fund	\$ 150,222.90
Mt Dora Easement Escrow	\$ 4,846.79
Southport Sinking Fund	\$ 84,889.07
EBB Upgrade 91-20	\$ 63,115.63
EPA Grant	\$ 101.56
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 935,441.89
TOTAL CASH RESERVES	\$ 1,760,113.01

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

Natural Resources Program Manager
Updates July 08, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - *Additional equipment arrives this week. Larger machine combined with existing equipment on site will help move project along*
 - *Plants are heeled in at old intake site as well as under my deck at home and being watered regularly in anticipation of the buffer installation*
- **Clean Drinking Water Initiative (BR CDWI)**
 - *BBRWD will be partnering at Bigelow Open House*
- **Knickerbocker NPS concerns**
 - *Landowner called with concern about stormwater runoff. Met on July 3 with Dave Roque (soil scientist, site evaluator, and more) to inspect property. Have a list of suggestions and approaches to address concern*
 - *Taking Dan Feeney, Boothbay CEO, out on lake for shoreline review.*
 - *Finn and I completed shoreline survey by kayak for watershed survey on “big” Knickerbocker. Still need to paddle Little Knickerbocker*
 - *Meeting with landowner to address concerns on 07-08*
- **Adams Pond NPS concerns**
 - *Completed shoreline survey by kayak. Findings will be added to watershed survey*
- **Bigelow Labs**
 - *Open House July 11 from 10am to 2pm—Finn and I will participate with BR CDWI*
- **Water Quality Testing**
 - *Aaron and I continue with water sampling on biweekly basis.*
- **Outreach**
- **Trainings**
- **Land Acquisition/Conservation Easements**
 - *Landowner at 393 Back River has withdrawn interest in sale. Consideration for the back land being sold to the water district. Landowner will need to survey, appraise and present a purchase and sale.*
- **Other**
 - *Finn and I have weeded and mulched the front shrub beds at the office. We will tackle the rhododendron bed along the plant building. I will transplant the wild strawberries to the sites on Adams Pond that could use additional vegetation. Yea—free plants!*
 - *Maine Conservation Corps is back on! I have secured tent sites at Shore Hills Campground. The crew will be here the week of August 11-15. Buffer project will be primary project followed by coir log installation on north end of Adams Pond and invasive plant removal around Adams Pond.*

3. **SAFETY & TRAINING UPDATE** – The manager reports that there had been no safety violations during the previous period.
 - a) **Human Resources (HR)** – No change in status.
 - b) **Training Update** – Gage Seavey and Dalton Pushard both passed their backflow tests and are now certified to test backflows for the BRWD.
4. **TREATMENT DIVISION (TD)**- The TD has been business as usual, starting today they will be working with a company doing inspections/cleaning on our water storage tanks. Next week they will be meeting with Dirigo Engineering to go over pump placement for the backwash recycling project, also next week they will be replacing the swing check valves in the sewer station with the Distribution crew.
 - a. **Chemical Dosing & Water Usage** –
 - Finish water flow average this past week is 0.9757 MGD. Last year the flow average was 0.9141 MGD.
 - The current alum dose is 11.1 Mg/l. Last year was 8.6 Mg/l.
 - The current caustic dose is 6.4 Mg/l. Last year was 4.0 Mg/l.
 - 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 is in a no drought status as of July 1, 2025. Adams Pond has 235.4 MG usable, with Adams Pond at 95% usable capacity.
5. **DISTRIBUTION DIVISION (DD)** – The DD has finished working on Camerons Point Rd looping project (paving will be complete next week), will be raising gate boxes for the DOT paving project north of the Boothbay center which should be the end of us being involved with this project, reading water meters, and working on the lead service line inventory.
6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **CAMERON POINT SEASONAL WATER MAIN** – The DD has completed this project, this will be the last time you see this on this report.
8. **FILTER WASTE RECYCLING PROJECT** – No Change in status.
9. **LEAD SERVICE LINE INVENTORY** – This is still work in progress.
10. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.
11. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – The GM will be attending a NBRC grantee training on July 10th.

12. **AFFORDABLE HOUSING PROJECTS** – See below,
 - a. **Boothbay** – Fire protection will be going on either today or tomorrow, and they have requested estimates for water service.
13. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status.
14. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. – Bid opening was on June 26th, we had four bidders, Hagar came in with the lowest bid. Attached is the Hagar reference check and recommendation on award from Dirigo Engineering.
 - a. Is the Board in favor of Hiring Hagar Enterprises for the Southport year-round water main extension project?
Trustee Climo motioned, Trustee Anthony second, Yea: Gamage, Tibbetts, Tharpe, Lorrain Nea: None
15. **CAPITAL IMPROVEMENT PLAN (CIP)**- Dirigo is in the process of updating our CIP based on our needs along with their suggestions, as soon as we get back to them with some information needed to prioritize the road projects, they will be able to complete this.
16. The meeting was adjourned at 1932 hr.
Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

END OF MINUTES

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