

24 June 2025

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 10 JUNE 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); Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Stover, Boothbay **Guests:** Boothbay Register,

1. The board approved the minutes of 27 May 2025.

Trustee Climo motioned, Trustee Lorrain second, Yea: Gamage, Tibbetts, Tharpe, Anthony Nea: None

2. The board approved payroll for 27 May 2025, 03 June 2025

Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.

3. The board approved transactions for 28 May 2025 through 10 June 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 10 June 2025. We are in the process of reading books 1+2, billing info will be provided in the next meeting. During the previous period we received two new service application and have added three new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of June 10, 2025	
Account	Balance
Business Checking	\$ 24,823.20
Deposit Sweep Account	\$ 1,236,894.93
Liquidity Total	\$ 1,261,718.13
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,548.35
Land Acquisition Fund	\$ 2,541.86
Capital Reserve	\$ 590,016.80
Capital Reinvestment Fund	\$ 149,779.08
Mt Dora Easement Escrow	\$ 4,831.52
Southport Sinking Fund	\$ 84,646.63
EBB Upgrade 91-20	\$ 62,929.16
EPA Grant	\$ 101.24
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 932,795.20
TOTAL CASH RESERVES	\$ 2,194,513.33

- a. **New Employee Introduction-** Dalton Pushard

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

Natural Resources Program Manager
Updates June 10, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - *Plants are arriving. Temporary potting of plants necessary as buffer is not ready for planting. Storing between my house (ease in watering and proximity to local nurseries where purchased) Remaining plant stock arriving third week of June and will be set up behind the plant building as a temporary nursery.*
- **Clean Drinking Water Initiative (BR CDWI)**
 - No updates
- **Knickerbocker NPS concerns**
 - *Meeting with landowner for the buffer questions on June 20*
- **Adams Pond NPS concerns**
- **Bigelow Labs**
 - *Open House July 11 from 10am to 2pm—will likely participate with BR CDWI*
- **Water Quality Testing**
 - *Aaron and I water sampling June 10*
- **Outreach**
 - *June 3: Plant Paddle, Lake Knickerbocker (from public access), co-sponsored with Lake Stewards of Maine and Boothbay Region Clean Drinking Water Initiative—representatives from Knickerbocker, West Harbor Pond, Megunticook Lake and more present for the 3 hour training*
 - *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 8am-4:30pm —Sent out invites to area DPW, local contractors and more*
- **Land Acquisition/Conservation Easements**
 - *Appraisal underway for the Back River and Summit Road properties. Will have numbers in late June/early July to report. Then a purchase and sale can be put together for review.*
- **Other**
 - *Maine Outdoor Heritage Fund Grant: Received \$17,990. (request \$37,480) There was over a million dollars in requests but only ½ million in available funds. Many requests were not funded. I am happy with the outcome.*
 - *Putting together 319 a grant for financial assistance on Adams Pond Access Road (old intake). Timing is tight for getting this together. I will do my best to get this application in. There are other funding sources to apply for as well.*
 - *Seasonal help will start as early as next week. High school student who summers here in Boothbay. Another inquiry for work came in from a college student that I will follow up on. This is a good alternative for project assistance, particularly in light of the fact that we are not able to get the Maine Conservation Corps group this year (cut at federal level).*

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** – There will be a training held at the Boothbay Fire Department for excavating in a wetland or watershed (sediment and erosion control) on June 12 and is free to attend.
 - c) **Safety Grant**– Gage Seavey applied for the Ed MacDonald Safety grant through the MMA workers compensation fund, his request for funding for safety equipment was approved for \$3,000.
4. **TREATMENT DIVISION (TD)**– The TD has been dealing with unexpected maintenance and repairs over the last couple of weeks, including a VFD replacement on Crest Ave booster pump, failed silicate pump, failed swing check in sewer station, and a failed regulator on the plants air compressor. They have also been busy with every day activities including compliance sampling, lake sampling, and analyzer maintenance.
 - a. **Chemical Dosing & Water Usage** –
 - Finish water flow average this past week is 0.6513 MGD. Last Year the flow average was 0.6389 MGD.
 - The current alum dose is 14.1 Mg/l. Last year was 9.2 Mg/l.
 - The current caustic dose is 6.1 Mg/l. Last year was 4.4Mg/l.
 - The filter runtime is the same as last year at 100%.
 - The clarifier runtime 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 June 3, 2025. Adams Pond is flowing over the dam and is at full capacity.
5. **DISTRIBUTION DIVISION (DD)** – The DD has been working on Camerons Point Rd looping project, re-tagging seasonal routes, and working on the lead service line inventory.
6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **CAMERON POINT SEASONAL WATER MAINS** – The DD is currently working on this project, and it should be completed by the end of this week.
8. **FILTER WASTE RECYCLING PROJECT** – No Change in status.
9. **LEAD SERVICE LINE INVENTORY** – The DD continues to inventory service lines when time allows.
10. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.
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**. – Our DWSRF Program Officer will hopefully be submitting the completed application for the SRF loan to the MMBB Board of Commissioners for their approval at their June 18th meeting. scenarios and how to resolve them.
15. The meeting was adjourned at 1934 hr.
Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

END OF MINUTES

PAGE INTENTIONALLY LEFT BLANK