

10 July 2025

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 24 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 10 June 2025.

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

2. The board approved payroll for 10 June 2025, 17 June 2025

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

3. The board approved transactions for 11 June 2025 through 24 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 24 June 2025. The billing total going out July 1st for books 1+2 is \$94,348.09. During the previous period we received five new service applications and have added two new accounts to the system. The Administration Department has been very busy trying to contact over 100 customers as a courtesy to pay bills before shut-off notices go out.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of June 24, 2025	
Account	Balance
Business Checking	\$ 27,024.85
Deposit Sweep Account	\$ 826,395.55
Liquidity Total	\$ 853,420.40
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,548.35
Land Acquisition Fund	\$ 2,541.86
Capital Reserve ("PUC Account")	\$ 590,016.80
Capital Reinvestment Fund	\$ 149,779.08
Mt Dora Easement Escrow	\$ 4,846.79
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	\$ 932,810.47
TOTAL CASH RESERVES	\$ 1,786,230.87

- a. **Budget Performance Report-** The AM will provide details on this report.
- b. **Loan Closings-** July 25 we will be closing on two loans with the Main Municipal Bond Bank, one for the Ocean Point Road project going from interim loan to long term, and the other is an interim loan for the SRF portion of the Southport Main Replacement project.

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

Natural Resources Program Manager
Updates June 24, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - *Order of plants heeled in at the old intake on Adams Pond. Hundreds of seedlings ready to go into the buffer!*
 - *Working with DPW and Distribution crew to move project along. Rental of second piece of equipment likely as well as temporary road closure to get the buffer piece underway.*
- **Clean Drinking Water Initiative (BR CDWI)**
 - *No updates*
- **Knickerbocker NPS concerns**
 - *Met with landowner to look at buffer planting, id plants and make suggestions.*
- **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 on biweekly basis.*
- **Outreach**
 - *June 13: Maine Lakes Conference: UMaine Farmington; I spoke about emergent plants in buffer zones including tips and techniques for installation. Had about 300 people in attendance! Program was recorded and we can create a link to it on our website once it's uploaded to Lake Stewards of Maine website.*
- **Trainings**
- **Land Acquisition/Conservation Easements**
 - *Appraisal underway for the Back River and Summit Road properties—no new updates*
- **Other**
 - *Had to let go of putting together 319 grant application. Too many commitments and projects in the works and simply couldn't find the time. As well, I haven't received estimates for old intake access road making it impossible to get the budget together. Other funding opportunities forthcoming.*
 - *Finn Hjerppe started on June 20. He will be helping with the buffer planting, water quality testing, watershed survey, updating/improving presentations and outreach material (print and web), and on invasive plant removal.*
 - *Another inquiry for work came in from a college student that I will follow up on.*
 - *MCC is back on! I will be securing housing for them at the campground. They will be here the week of August 11-15. Buffer project will be primary project followed by coir log installation and invasive plant removal.*

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** – No change in status.
4. **TREATMENT DIVISION (TD)**- The TD has been business as usual as well as coordinating the sewer stations swing check valve replacement, and getting the VFD on Crest Ave. replaced, and wrapping up with building the conference table.
 - a. **Chemical Dosing & Water Usage** –
 - Finish water flow average this past week is 0.7774 MGD. Last year the flow average was 0.7487 MGD.
 - The current alum dose is 17.1 Mg/l. Last year was 4.9 Mg/l.
 - The current caustic dose is 11.3 Mg/l. Last year was 11.9 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 in a no drought status as of June 17, 2025. Adams Pond has 246.9 MG usable, with Adams Pond at 99% usable capacity.
5. **DISTRIBUTION DIVISION (DD)** – The DD has been working on Camerons Point Rd looping project, raising gate boxes for the DOT paving project, finished 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 MAIN** – The DD is currently working on this project, and it will be completed by the end of this week.
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** – We have received a notice that we were awarded \$1,000,000 for this project through the Northern Border Regional Commission. I will be working on completing steps to acquire this grant over the next week or two. Attached is the notice of award from the NBRC.
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.** – The MMBB Board of Commissioners approved the SRF loan request for our match on this project. We will have a Program Officer reaching out to us soon to work with us closing on this loan. On June 26th the bid opening will be taking place. Attached is the commitment letter for the SRF from MMBB.
15. **CAPITAL IMPROVEMENT PLAN (CIP)-** Dirigo will be here on June 26, 2025, to review and make plans on revising the CIP that was last updated in 2018. The Distribution Department and the Treatment Department have both created a list of improvements that are necessary.
 - a. **Meter Upgrades-** attached is a bid proposal from Core & Main to set up a Flexnet System (remote read) to read meters from the office instead of sending a guy out every month for a week. There is still a fair amount of upgrades needed on the districts part before this can happen if we should decide to take this route.
2. The meeting was adjourned at 1935 hr.
Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

END OF MINUTES

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