

26 August 2025

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 12 AUGUST 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 Tharpe, At-Large (Treasurer); Trustee Stover, Boothbay; Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Stover, Boothbay **Guests:** Boothbay Register, Carolyn Macleod, Julia Degenhard, Caren Thomas, Ron Thomas, Sue O'connor, Brian McDonald, Elley McDonald, Kathy Jacobs

1. The board approved the minutes of 22 July 2025.

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

2. The board approved payroll for 22 July 2025, 29 July 2025, 05 August 2025

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

3. The board approved transactions for 23 July 2025 through 12 August 2025.

*Trustee Climo motioned, Trustee Tharpe second, Yea: unanimous.*

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 12 August 2025. In the process of reading books 5 and 6 totals will be reported during the next trustee meeting. During the previous period we received 4 new service applications and have added 2 new accounts to the system.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of August 12, 2025</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,249.42
Deposit Sweep Account	\$ 576,136.57
<b>Liquidity Total</b>	<b>\$ 601,385.99</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,672.35
Land Acquisition Fund	\$ 2,557.20
Capital Reserve ("PUC Account")	\$ 593,460.06
Capital Reinvestment Fund	\$ 150,682.89
Mt Dora Easement Escrow	\$ 4,861.63
Southport Sinking Fund	\$ 85,140.61
EBB Upgrade 91-20	\$ 63,308.89
EPA Grant	\$ 101.85
Bank of Maine Unemployment CD	\$ 17,400.56
<b>Designated Fund Total</b>	<b>\$ 938,186.04</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,539,572.03</b>

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

**Natural Resources Program Manager**

**Updates August 12, 2025**

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
  - New road is done and paved! It looks fantastic, thanks to the team, especially to Cody who has done an enormous amount of work on this project!
  - CMP set to replace two poles along the section of new road
  - Old road being removed.
- **Clean Drinking Water Initiative (BR CDWI)**
  - Water quality video being made on August 13 with Bigelow and Boothbay Region Land Trust/BR CDWI and water district. Will be shown on the local network.
  - Committee will be meeting in early September to discuss new outreach to landowners for land conservation
- **Knickerbocker NPS concerns**
  - Shoreline survey revealed prescence of purple loosestrife scattered around the lake. Finn and I removed what we could get to. I have mapped the rest of the locations and will be in contact with the landowners regarding this nusciance species.
  - Landowners on lake have contacted water district with questions. Staff has been responding to inquiries.
- **Adams Pond NPS concerns**
  - Shoreline survey revealed prescence of purple loosestrife in one section of the pond. Finn and I removed it. The north end wetland/inlet to the pond has a sizeable population of purple loosestrife. Access is challenging. I will be working on a strategy to manage/remove.
- **Bigelow Labs**
- **Water Quality Testing**
  - Aaron and I continue with water sampling on biweekly basis.
- **Outreach**
  - Videographer wants to work with water district and BR CDWI. First one will be on water quality. Set for August 13
  - Working with Fritz at Boothbay Register on an article about purple loosestrife to raise awareness of this nuisance plant on the peninsula (and beyond)
- **Trainings**
- **Land Acquisition/Conservation Easements**
- **Other**
  - Maine Conservation Corps Field Team is on site this week—August 11-14. They removed the guardrail along the new buffer section on Adams Pond Road. They are also doing invasive species removal in several locations throughout the two watersheds.

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** – The GM attended MWUA summer outing.
4. **TREATMENT DIVISION (TD)**- The TD has been business as usual, completing weekly analyzer maintenance, Bacteria sampling, and RW sampling, they are currently dealing with poor telemetry signals at the Kenniston pump station causing multiple call outs daily and trying to fix the issue.
  - a. **Chemical Dosing & Water Usage** –
    - Finish water flow average this past week is 1.0085 MGD. Last year the flow average was 0.7769 MGD.
    - The current alum dose is 14.9 Mg/l. Last year was 13.0 Mg/l.
    - The current caustic dose is 7.7 Mg/l. Last year was 5.4 Mg/l.
    - The filter run time is at 67%. Last year was 77%
    - The clarifier run time is same as last year at 91%
  - b. **Water Reserve & Drought Status Report** – The Boothbay region is in a D-0 (Abnormally Dry) drought status as of July 15, 2025. Adams Pond has 221.8 MG usable, with Adams Pond at 89% usable capacity.
5. **DISTRIBUTION DIVISION (DD)** – The DD has been business as usual reading meters, testing backflow devices, marking out dig safes, working with Allstate getting our gate boxes correctly placed in the new pavement and working on the Lead Service Line inventory report.
6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **FILTER WASTE RECYCLING PROJECT** – No change in status
8. **LEAD SERVICE LINE INVENTORY** – The DD has been working on this and is now in the process of replacing a belt on the vac trailer.
9. **SIVC WATER MAIN REPLACEMENT PROJECT** – Still waiting to hear from Dirigo about costs.
10. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – Revisions on the grant application were submitted and has now been converted to award.
11. **AFFORDABLE HOUSING PROJECTS** – See below,
  - a. **Boothbay** – currently waiting for the plumbers to set the K-Horns to place meters.
12. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status.

13. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – On August 6<sup>th</sup> we had a pre-construction meeting with the EPA, DWP, Hager and Dirigo Engineering. We signed a contract with Hager Enterprises and expecting to start construction around March of 2026.
14. **CAPITAL IMPROVEMENT PLAN (CIP)-** Information that was needed has been provided and now just waiting for them to put the plan together for our review.
15. **SOLAR POWER-** Currently talking with Maine Power Options about locking in rates for our electricity accounts, they are going to be in contact with me about solar options. I should be hearing from them within a week or so.
16. **Public Comments/ Concerns-** The Knickerbocker lake association had various questions and concerns about BRWD withdrawing water from Knickerbocker lake.
17. The meeting was adjourned at 2024 hr.

*Trustee Gamage motioned, Trustee Climo second Yea: unanimous.*

END OF MINUTES

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