

09 September 2025

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 26 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:** None **Guests:** Boothbay Register, Julia Degenhard, Caren Thomas, Ron Thomas, Sue O'Connor, James Jellison, Lori Mitchell, Win Mitchell, Andrew Cozzi, Lori Cozzi, Douglas Jimenez, Ann Jimenez

1. The board approved the minutes of 12 August 2025.

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

2. The board approved payroll for 12 August and 19 August 2025

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

3. The board approved transactions for 13 August through 26 August 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 26 August 2025. The billing total for the upcoming September billing for books 5 and 6 is \$75,031.26. During the previous period we received 0 new service applications and have added 3 new seasonal accounts and 4 annual accounts to the system. We are in the process of upgrading our phone system and internet service which includes switching from Spectrum to Verizon for the phones and switching from Spectrum to Fidium fiber optics for internet. This will cut our bill in about half as well as being an upgrade to what we currently have.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of August 26, 2025	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 567,460.49
Liquidity Total	\$ 592,460.49
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,672.35
Land Acquisition Fund	\$ 2,557.20
Capital Reserve ("PUC Account")	\$ 595,277.27
Capital Reinvestment Fund	\$ 150,682.89
Mt Dora Easement Escrow	\$ 4,875.56
Southport Sinking Fund	\$ 85,401.32
EBB Upgrade 91-20	\$ 63,308.89
EPA Grant	\$ 101.85
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 940,277.89
TOTAL CASH RESERVES	\$ 1,532,738.38

2. **NATURAL RESOURCES** – The Natural Resources Program Manager (NRPM) prepared the following report.

Natural Resources Program Manager
Updates August 26, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - Paving completed on the entirety of Adams Pond, including new section and improved area by brewery
 - Old road has been removed.
 - ECM added along new buffer area between new planting and pond
 - Soil samples for buffer at Bigelow. Waiting for results to show pfas free so we can proceed
 - Invoiced ME DEP for \$83,107.60
- **Clean Drinking Water Initiative (BR CDWI)**
 - Water quality video made on August 13 with Bigelow and Boothbay Region Land Trust/BR CDWI, Lake Stewards of Maine and water district. Will be shown on the local network. Timing of release projected for September
 - Committee will be meeting in early September to discuss new outreach to landowners for land conservation
 - Will be assisting landowner on Adams Pond with seeding for meadow species. Transitioning area from lawn to meadow to improve buffer.
- **Knickerbocker NPS concerns**
 - Landowners continue to reach out with concerns about lake level and usage for drinking water supply
- **Adams Pond NPS concerns**
- **Bigelow Labs**
- **Water Quality Testing**
 - Aaron and I continue with water sampling on biweekly basis.
- **Outreach**
 - Met with Fritz at Boothbay Register on August 20 for an article about purple loosestrife to raise awareness of this nuisance plant on the peninsula (and beyond). Will go out this or next week's paper
- **Trainings**
 - MWUA September 30 conference Augusta
- **Land Acquisition/Conservation Easements**
- **Other**
 - Water district team helped dispose of knotweed along 27 and additional invasives at town park. Grateful crew is always willing to help out!
 - Met for pre-construction meeting at botanical gardens. I will be monitoring sediment and erosion control practices through construction to ensure minimal sediment and erosion control concerns on Knickerbocker watershed. Very communicative team. I don't anticipate problems and am confident any concerns will be immediately addressed.

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, they are now dealing with chemical transfer pump maintenance, analyzer maintenance, and preparing for the sanitary survey that was conducted August 20th. Below is table 2 and shows the total withdrawn from Knickerbocker Lake for 2025.

Table 2

Boothbay Region Water District Knickerbocker Water Withdrawal Report			
Gallons Allowed to be Withdrawn 51.5000 MG			Gallons Remaining
Start Date	End Date	Gallons Pumped	51,500,000
24-Jul-25	27-Jul-25	3,210,100	48,289,900
28-Jul-25	03-Aug-25	6,707,800	41,582,100
04-Aug-25	12-Aug-25	9,703,100	31,879,000
13-Aug-25	18-Aug-25	6,518,100	25,360,900
19-Aug-25	24-Aug-25	5,921,400	19,439,500
Total Withdrawn		32,060,500	19,439,500

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

- Finish water flow average this past week is 0.8970 MGD. Last year the flow average was 0.8068 MGD.
- The current alum dose is 15.0 Mg/l. Last year was 11.5 Mg/l.
- The current caustic dose is 5.0 Mg/l. Last year was 4.9 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-1 (Moderate Drought) drought status as of August 19, 2025. Adams Pond has 217.4 MG usable, with Adams Pond at 87% usable capacity.

5. **DISTRIBUTION DIVISION (DD)** – The DD has been completing backflow tests and repairing various seasonal leaks as well as addressing a floating 8” water main by Robinsons Wharf. Until Pre-Cast can make proper weights the crew has attached 22 cinderblocks to the main and placed toggles to mark the main when it is time to repair.

6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **FILTER WASTE RECYCLING PROJECT** – Will be closing on the SRF loan for the recycling project sometime towards the end of September.
8. **LEAD SERVICE LINE INVENTORY** – The DD is still in the process of identifying the unknown service lines in the system.
9. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.
10. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – Will be attending a meeting that is still to be scheduled for the beginning of September to discuss next steps of this project.
11. **AFFORDABLE HOUSING PROJECTS** – See below,
 - a. **Boothbay** – All 5 units now have water service and fire protection. This will be the last time this will be reported on until the next phase of the project begins.
12. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status.
13. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. – No Change in status.
14. **CAPITAL IMPROVEMENT PLAN (CIP)**- Waiting for Dirigo to Provide the plan for review.
15. **SOLAR POWER/ ELECTRIC RATES**- I have received a quote for locking in our rates and have been doing some research to compare to other utilities with similar systems and usage.
16. **EXECUTIVE SESSION**- Consultations with legal counsel **1 M.R.S.A. § 405(6)(E)**
17. The meeting was adjourned at 2003 hr.
Trustee Gamage motioned, Trustee Climo second Yea: unanimous.

END OF MINUTES

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