

12 August 2025

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 22 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 08 July 2025.

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

2. The board approved payroll for 08 July 2025, 15 July 2025

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

3. The board approved transactions for 09 July 2025 through 22 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 22 July 2025. The billing total going out August 1<sup>st</sup> for 3,4 and 13 is \$552,101.93. During the previous period we received 7 new service applications and have added 4 new accounts to the system.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of July 22, 2025</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 19,826.01
Deposit Sweep Account	\$ 588,285.22
<b>Liquidity Total</b>	<b>\$ 608,111.23</b>
<b>DESIGNATED FUNDS</b>	
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	\$ 4,861.63
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
<b>Designated Fund Total</b>	<b>\$ 935,456.73</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,543,567.96</b>

- a. Budget Performance Report- The AM gave the details of this report.

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

**Natural Resources Program Manager**  
**Updates July 22, 2025**

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
  - *Two weeks with additional equipment and Cody on fulltime has REALLY made a difference. Base layer of road almost completed. Improvement in front of the Boothbay Brewery will be completed and then the paving company will arrive—early to mid August*
  - *Working on invoicing through July 15*
  - *Trying to get Consolidated Communications and Spectrum to move the lines higher on the poles where new road is going in.*
  - *CMP set to meet on site July 29 to go over moving pole 12.*
- **Clean Drinking Water Initiative (BR CDWI)**
  - *Bigelow Open House went well. Rachel Sipler and I did two short talks on the partnership and water quality*
- **Knickerbocker NPS concerns**
  - *Finn and I cleared the driveway to the intake, including all shrubby honeysuckle and bittersweet as well as in and around the intake fencing and steps to the dock*
- **Adams Pond NPS concerns**
  - *Planted wild strawberry at north end of the pond to improve groundcover in buffer*
  - *Cleared invasive plants along new road section where buffer will be planted.*
- **Bigelow Labs**
  - *Dropped off blue tire material from Boothbay public playground for PFAS testing.*
- **Water Quality Testing**
  - *Aaron and I continue with water sampling on biweekly basis.*
- **Outreach**
  - *Videographer wants to work with water district and BR CDWI to do some pieces for the local station. We are working on specific topics and timing*
- **Trainings**
- **Land Acquisition/Conservation Easements**
- **Other**
  - *Met with Maine Conservation Corps Field Team Coordinator to go over projects. Buffer project is priority 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** – The GM and AM completed NBRC training for first time awardees.
4. **TREATMENT DIVISION (TD)**- The TD has been business as usual, completing weekly analyzer maintenance, Bacteria sampling, and RW sampling, as well as repairing the NAF pump and today repairing the sewer station check valve. The TD has been working with a company completing inspection/cleaning.
  - a. **Chemical Dosing & Water Usage** –
    - Finish water flow average this past week is 0.9413 MGD. Last year the flow average was 0.9613 MGD.
    - The current alum dose is 12.2 Mg/l. Last year was 11.4 Mg/l.
    - The current caustic dose is 5.7 Mg/l. Last year was 4.0 Mg/l.
    - The filter run time is at 97%. Last year was 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 15, 2025. Adams Pond has 225.2 MG usable, with Adams Pond at 90% usable capacity.
5. **DISTRIBUTION DIVISION (DD)** – The DD has been working on equipment maintenance, testing backflows, various leaks on seasonal lines including working with a diver to repair 3 leaks on Squirrel Islands crossing, paving trench crossings, and trying to keep up with a large amount of Digsafes that have been coming in over the last couple of weeks.
6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **FILTER WASTE RECYCLING PROJECT** – The TD and GM met with Dirigo Engineering to discuss equipment placement and to make a few recommendations/changes to the blueprints for the recycling system.
8. **LEAD SERVICE LINE INVENTORY** – Next week the crew is going to be focusing on starting a regular schedule for inventorying the remaining unknown service lines in the system.
9. **SIVC WATER MAIN REPLACEMENT PROJECT** – Jim Lord has been in contact with Prock Marine and they will be providing Dirigo Engineering with project costs when possible.
10. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – Working with CMBG and Jim Lord on completing revisions on the application for award.

11. **AFFORDABLE HOUSING PROJECTS** – See below,
  - a. **Boothbay** – Estimates have been paid for this development, so as soon as the plumber installs hardware for the meters they will be new customers (within the next couple weeks).
12. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status.
13. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – The GM has signed a Notice of Award for Hagar Enterprises, the next step will be Hagar getting the proper documents ready (bonds, insurance, etc.) for the contract signing. Dirigo will coordinate with the Agencies, BRWD, Hagar, soon to schedule.
14. **CAPITAL IMPROVEMENT PLAN (CIP)**- The GM signed a LOA with Dirigo to have them revise our CIP. The TD is currently gathering needed information on the distribution system that is needed to prioritize main replacement projects.
15. **SOLAR POWER**- The GM has been in contact with the town of Boothbay's manager and he is open to looking back into the possibilities of placing solar panels on the land fill if feasible, the GM has made several phone calls with various solar companies to schedule a meeting to gather more information.
16. The meeting was adjourned at 1926 hr.  
*Trustee Climo motioned, Trustee Anthony second Yea: unanimous.*

END OF MINUTES

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