

13 January 2026

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 30 DECEMBER 2025

The Board of Trustees convened at 1800 hours. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Stover, Boothbay; Trustee Tharpe, At-Large; Trustee Lorrain, Boothbay Harbor (Treasurer) Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Tibbetts, Boothbay Harbor **Guests:**

1. The board approved the minutes of 09 December 2025.
Trustee Climo motioned, Trustee Anthony second, Yea: Gamage, Stover, Tharpe, Abstain: Trustee Lorrain Nea: None
2. The board approved payroll for 09 December 2025, 16 December 2025.
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.
3. The board approved transactions for 17 December 2025 through 23 December 2025.
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 23 December 2025. The upcoming billing for January 1st billing books 1+2 is 94,369.89. During the previous period we received 0 new service applications and have added 1 new account to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of December 23, 2025	
Account	Balance
Business Checking	\$ 7,707.75
Deposit Sweep Account	\$ 617,734.22
Liquidity Total	\$ 625,441.97
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,907.26
Land Acquisition Fund	\$ 2,586.26
Capital Reserve ("PUC Account")	\$ 503,080.13
Capital Reinvestment Fund	\$ 152,395.19
Mt Dora Easement Escrow	\$ 4,929.48
Southport Sinking Fund	\$ 86,123.68
EBB Upgrade 91-20	\$ 64,028.31
EPA Grant	\$ 103.00
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 851,553.87
TOTAL CASH RESERVES	\$ 1,476,995.84

- a. **Budget Performance Report-** The AM provided the details.

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

Natural Resources Program Manager
Updates December 23, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - Working on final invoice and final grant report
 - Editing video of project with videographer
- **Clean Drinking Water Initiative (BR CDWI)**
 - Working with Bailey to put together the Forest to Faucets series for 2026; looking at Bigelow to host 1-3 programs over summer/early fall
 - Live staking demo on May 12th with Jared Gregory from Maine Forest Service. Will partner with BR CDWI to cross promote spring program. Time/location tbd
- **Knickerbocker NPS concerns**
 - Working on end of year report for ME DEP
- **Adams Pond NPS concerns**
- **Bigelow Labs**
 - Joint article to Boothbay Register on our partnership water quality testing
- **Water Quality Testing**
- **Outreach**
 - Developing content and list of links for website updates and improvements
 - Partners
 - Conservation concerns: invasive species, sediment and erosion control, native plants and more
- **Trainings**
 - Working with BRWD staff to develop sediment and erosion control trainings for BRWD staff and other municipal staff, area contractors
- **Land Acquisition/Conservation Easements**
 - Will meet with Sue and Bailey in January to review landowner list
- **Other**
 - Applied for MCC crew 2026. Will work on invasive species removal and buffer projects.
 - Working through budget for programs, projects, and grant reimbursements
 - ME DEP 319 Grant (remaining funds: \$61,187.66)
 - Source Protection Grant (\$10,000)
 - Maine Outdoor Heritage Grant (\$17,990)
 - Total funds requested for reimbursement: \$89,177.66
 - Putting together budget proposal and grant opportunities for 2026

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** – Working on scheduling annual safety training for the crew for 2026, as well as training for Distribution class 3 licenses for those who need it.

4. **TREATMENT DIVISION (TD)**- The TD has been business as usual with compliance sampling and plant maintenance.

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

- Finish water flow averages this past week is 0.3498 MGD. Last year the flow average was 0.2788 MGD.
- The current alum dose is 8.1 Mg/l. Last year it was 12.5 Mg/l.
- The current caustic dose is 1.8 Mg/l. Last year it was 2.7 Mg/l.
- The filter run time is at 77%. Last year the run time was at 77%.
- The clarifier run time is 91%. Last year the run time was at 91%.

- b. **Water Reserve & Drought Status Report** – The Boothbay region is in a D-3 (Extreme Drought) drought status as of December 23, 2025. Adams Pond is currently level with the bottom of the sluiceway (fully recharged).

5. **DISTRIBUTION DIVISION (DD)** – The DD has been working on Joppa Rd, as well as completed the backflow tests for the month. They have also been outfitting a new construction trailer and filled the old trailer with the water boom that we had in the garage, and it is now sitting at the Boothbay fire station for emergency response/ training when needed.

6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.

7. **FILTER WASTE RECYCLING PROJECT** – No change in status.

8. **LEAD SERVICE LINE INVENTORY** – Letters were sent out to the remaining Unknown accounts, and we received a letter from the DWP that we are currently in compliance.

9. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.

10. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No change in status.

11. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – Progress on the Joppa Road project continues (slowly), we are at about 700’.

12. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – No Change in status.

13. The meeting was adjourned at 1940 hr.

Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

END OF MINUTES

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