

23 December 2025

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 09 DECEMBER 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 Anthony, Boothbay (Clerk); Trustee Stover, Boothbay; Trustee Tharpe, At-Large (Treasurer) Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Lorrain, Boothbay Harbor **Guests:** Boothbay Register

1. The board approved the minutes of 11 November 2025.
Trustee Climo motioned, Trustee Tibbetts second, Yea: Gamage, Stover, Anthony Abstain: Trustee Tharpe Nea: None
2. The board approved payroll for 11 November 2025, 18 November 2025.
Trustee Climo motioned, Trustee Tibbetts second, Yea: unanimous.
3. The board approved transactions for 12 November 2025 through 25 November 2025.
Trustee Climo motioned, Trustee Tibbetts second, Yea: unanimous.
4. The board went into Executive Session pursuant to 1 M.R.S.A §405(6)(F) at 1851 hour.
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.
5. The board exited Executive Session pursuant to 1 M.R.S.A §405(6)(F) at 1920 hour.
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.
6. Is board in favor of accepting the proposed 2026 Budget?
Trustee Climo motioned, Trustee Anthony second, Yea: Gamage, Stover, Tibbetts, Tharpe Nea: None

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 25 November 2025. We are in the process of reading books 1+2 for January 1st billing. Will have totals for the next trustee meeting. During the previous period we received 0 new service applications and have added 0 new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of December 09, 2025	
Account	Balance
Business Checking	\$ 25,279.12
Deposit Sweep Account	\$ 560,244.51
Liquidity Total	\$ 585,523.63
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	\$ 4,917.20
Southport Sinking Fund	\$ 86,123.68
EBB Upgrade 91-20	\$ 64,028.31
EPA Grant	\$ 103.00
Bank of Maine Unemployment CD	\$ 17,417.97
Designated Fund Total	\$ 851,559.00
TOTAL CASH RESERVES	\$ 1,437,082.63

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

Natural Resources Program Manager
Updates December 09, 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)**
 - Land acquisition meeting December 10th at 10am
 - Working with Bailey to put together the Forest to Faucets series for 2026; looking at Bigelow to host
 - Working on securing date and pr for live staking demo with Jared Gregory from Maine Forest Service. Will partner with BR CDWI to cross promote spring program. Targeting April or early May
- **Knickerbocker NPS concerns**
 - Starting to put together end of year report for ME DEP
- **Adams Pond NPS concerns**
- **Bigelow Labs**
 - Reviewed draft article on water quality and am providing quotes
- **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
 - Lake Protection Coalition webinar Monday, Dec 8th
- **Land Acquisition/Conservation Easements**
 - See BR CDWI above
- **Other**
 - 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 for 2026
 - Looking at grants for 2026 (and beyond)

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** – MRWA will be hosting a conference in Bangor 10-11 December. Most of the crew will be attending for at least one of the days. We will be submitting a sample of our water into the drinking water taste test.

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 0.3188 MGD. Last year the flow average was 0.3029 MGD.
 - The current alum dose is 7.5 Mg/l. Last year it was 12.5 Mg/l.
 - The current caustic dose is 2.6 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 4, 2025. Adams Pond has 191 MG usable, with Adams Pond at 77% usable capacity. Last year at this time we were at 74%.

5. **DISTRIBUTION DIVISION (DD)** – The distribution foreman prepared the following report.

On Friday, while E.M. Wood was conducting blasting operations, we utilized the time to perform maintenance on our mud pumps, walk-behind pavement saw, and snow blower. Additionally, we replaced the teeth on the backhoe bucket and turned the cutting edge of the front bucket. Unfortunately, we have entered a cold snap that is expected to persist, effectively halting progress on the Meadow Cove project until spring. While this situation is not ideal, we will prioritize this project as soon as conditions improve, and the frost is out of the ground.

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

7. **FILTER WASTE RECYCLING PROJECT** – Plans and Specs have been submitted to the DWP and we are now waiting for their approval so we can move forward with this project.

8. **LEAD SERVICE LINE INVENTORY** – Dale has resumed focus on the lead inventory program, entering photos and conducting data entry into the extensive Excel spreadsheet. While this is a meticulous task, it is essential for our ongoing operations and will remain a priority moving forward.

9. **SIVC WATER MAIN REPLACEMENT PROJECT** – Dirigo Engineering has giving us a cost estimate for multiple options, I have attached the proposals to this report.

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, though it has unfortunately been slower than anticipated. We have engaged blasters for a third time, which has impacted our timeline. However, I am pleased to report that we successfully installed 100 feet of pipe recently, bringing our total to approximately 200 feet. This figure does not include additional installations for the hydrant, 2” seasonal main valve, and drip system, nor the year-round service, with hopes of further installations today. Despite losing two days to weather last week, we are beginning to make progress on this project.
12. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. – No Change in status.
13. **EXECUTIVE SESSION-** 1 M.R.S.A §405(6)(F)
14. **2026 BOOTHBAY REGION WATER DISTRICT BUDGET PROPOSAL-** Attached to this report was a copy of the draft budget.
15. The meeting was adjourned at 1932 hr.
Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

END OF MINUTES

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