

25 November 2025

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 11 NOVEMBER 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 Stover, Boothbay; Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Anthony, Boothbay (Clerk); Trustee Tharpe, At-Large (Treasurer) **Guests:** Boothbay Register

1. The board approved the minutes of 28 October 2025.
Trustee Climo motioned, Trustee Lorrain second, Yea: Gamage, Tibbetts, Stover Abstain: None Nea: None

2. The board approved payroll for 28 October 2025, 04 November 2025.
Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.

3. The board approved transactions for 29 October 2025 through 11 November 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 11 November 2025. Currently reviewing the seasonal billing and in the process of reading books 5&6. 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 November 11, 2025 | |
|--|----------------------|
| Account | Balance |
| Business Checking & Sweep Account | \$ 124,788.61 |
| Liquidity Total | \$ 124,788.61 |
| DESIGNATED FUNDS | |
| BBH 2007 Sinking Fund | \$ 20,854.06 |
| Land Acquisition Fund | \$ 2,579.68 |
| Capital Reserve ("PUC Account") | \$ 501,823.40 |
| Capital Reinvestment Fund | \$ 152,007.40 |
| Mt Dora Easement Escrow | \$ 4,904.35 |
| Southport Sinking Fund | \$ 85,910.06 |
| EBB Upgrade 91-20 | \$ 63,865.38 |
| EPA Grant | \$ 102.74 |
| Bank of Maine Unemployment CD | \$ 17,400.56 |
| Designated Fund Total | \$ 849,447.63 |
| TOTAL CASH RESERVES | \$ 974,236.24 |

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

Natural Resources Program Manager
Updates November 11, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - Working on final invoice and final grant report
 - Assisting videographer on content for time lapse video of project
 - Created presentation for the Watershed Roundtable on Nov 14 in Augusta
- **Clean Drinking Water Initiative (BR CDWI)**
 - Land acquisition meeting December 10th at 10am
 - Meadow along Adams Pond has been planted. Look for the seasonal color and interest starting in May 2026!
- **Knickerbocker NPS concerns**
 - Starting to put together end of year report for ME DEP
- **Adams Pond NPS concerns**
 - Gave a tour of the buffer and road project to colleagues from Knox-Lincoln SWCD.
 - Requested three quotes from local contractors to update the access road to the dock/boat and storage areas (old intake). Considering this a priority project for 2026. May have to be done in phases (weather and funding dependent).
- **Bigelow Labs**
 - Offered their new education/meeting space for the BR CDWI Forest to Faucets Series and other outreach events as needed
- **Water Quality Testing**
 - Data sheets submitted to LSM for processing
 - 2025 season completed
- **Outreach**
 - Watershed Roundtable Nov 14 in Augusta
- **Trainings**
- **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** – No change in status.
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 average this past week is 0.3232 MGD. Last year the flow average was 0.2801 MGD.
 - The current alum dose is 7.9 Mg/l. Last year it was 8.1 Mg/l.
 - The current caustic dose is 2.7 Mg/l. Last year it was 2.7 Mg/l.
 - The filter run time is at 77%. Last year the run time was at 80%.
 - The clarifier run time is the same as last year at 91%.
 - b. **Water Reserve & Drought Status Report** – The Boothbay region is in a D-3 (Extreme Drought) drought status as of November 4, 2025. Adams Pond has 184.5 MG usable, with Adams Pond at 74% usable capacity. Last year at this time we were at 75%.
5. **DISTRIBUTION DIVISION (DD)** – Distribution operations are currently in shutdown mode. The team is heavily engaged in completing “shut-off” job orders and collecting remaining meters. Seasonal main blowouts were officially completed on 10/28/25, following the installation of a new 3” gate valve on Farnham’s Point Road. The DD has begun the annual maintenance process of repairing service boxes, non-holding valves, and broken rods, which are recurring issues due to system age. The vacuum excavation trailer has greatly improved efficiency in these tasks, though the work remains time-consuming. To date, the DD has replaced two service valves and seven boxes and rods, with several more scheduled for completion. The DD is also in the process of inspecting and pumping all hydrants throughout the system. Additionally, plan to replace the hydrant at the Boothbay Fire Station, which has experienced chronic performance issues and is now due for full replacement. These efforts are intended to free up personnel to begin fusing pipe for the Joppa Road project and to assign additional crew members to install 4” HDPE along Meadow Cove Road.
6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **FILTER WASTE RECYCLING PROJECT** – No change in status.
8. **LEAD SERVICE LINE INVENTORY** – This project is being completed continuously when time allows.

9. **SIVC WATER MAIN REPLACEMENT PROJECT** – Dirigo Engineering is reviewing the options for this potential project.
10. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No change in status.
11. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – Pavement removal along Joppa Road has been completed, and blasting operations commenced today. Service connection locations were verified by Shawn and Dale to confirm sufficient depth at each point. Pipe installation is anticipated to commence next week.
12. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. – No Change in status.
13. **SOLAR POWER** – No change in status.
14. The meeting was adjourned at 1911 hr.
Trustee Gamage motioned, Trustee Climo second Yea: unanimous.

END OF MINUTES

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