

09 December 2025

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 25 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 Anthony, Boothbay (Clerk); Trustee Stover, Boothbay; Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Tharpe, At-Large (Treasurer) **Guests:** Boothbay Register

1. The board approved the minutes of 11 November 2025.
Trustee Climo motioned, Trustee Lorrain second, Yea: Gamage, Tibbetts, Stover Abstain: Trustee Anthony Nea: None
2. The board approved payroll for 11 November 2025, 18 November 2025.
Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.
3. The board approved transactions for 12 November 2025 through 25 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 25 November 2025. We will be mailing the billing for our December annual billing which includes books 5+6 on Friday for a total of \$73,105.93. Billing for all seasonal accounts were mailed today 11/25/2025 for a total of \$554,704.24 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 25, 2025	
Account	Balance
Business Checking	\$ 3,387.71
Deposit Sweep Account	\$ 546,443.19
Liquidity Total	\$ 549,830.90
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,854.06
Land Acquisition Fund	\$ 2,579.68
Capital Reserve ("PUC Account")	\$ 503,080.13
Capital Reinvestment Fund	\$ 152,007.40
Mt Dora Easement Escrow	\$ 4,917.20
Southport Sinking Fund	\$ 86,123.68
EBB Upgrade 91-20	\$ 63,865.38
EPA Grant	\$ 102.74
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 850,930.83
TOTAL CASH RESERVES	\$ 1,400,761.73

- a. Budget Performance Report-

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

Natural Resources Program Manager
Updates November 25, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - Working on final invoice and final grant report
 - Draft timelapse video of project complete
 - Presented at Watershed Roundtable on Nov 14 in Augusta
- **Clean Drinking Water Initiative (BR CDWI)**
 - Land acquisition meeting December 10th at 10am
- **Knickerbocker NPS concerns**
 - Starting to put together end of year report for ME DEP
- **Adams Pond NPS concerns**
 - 3 estimates provided by area contractors for redoing old intake access road, includes perimeter drains around buildings, turnaround and removal of unsafe garage
- **Bigelow Labs**
 - Working to put together article on water quality, specific to peninsula
 - Received quotes for 2025 water quality testing
- **Water Quality Testing**
- **Outreach**
 - Watershed Roundtable Nov 14 in Augusta—program well received
 - ME DEP NPS Conference on Natural Shorelines, Nov 20, Orono
- **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**
 - 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 0.3214 MGD. Last year the flow average was 0.2874 MGD.
 - The current alum dose is 7.5 Mg/l. Last year it was 7.2 Mg/l.
 - The current caustic dose is 2.6 Mg/l. Last year it was 1.6 Mg/l.
 - The filter run time is at 77%. Last year the run time was at 77%.
 - 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)** – The distribution foreman prepared the following report.

We have successfully completed the annual maintenance process, which included the repair of service boxes, non-holding valves, broken rods, and related components. Additionally, we replaced the fire hydrant at the Boothbay fire station, which has experienced issues for many years. We are optimistic that this replacement will resolve the ongoing problems.

Our team has conducted thorough pumping and inspection of all hydrants within the system. Moving forward, we will initiate a recurring bi-weekly schedule for checking and pumping to ensure continuous operational efficiency.

Last Wednesday and Thursday, I attended the MAB meeting in Austin. Shawn has successfully completed all paving responsibilities designated for this fall, which encompassed a substantial amount of work. Additionally, we have finalized November's backflow testing. As we continue to shut off various services daily, we expect this activity to decrease shortly.

Given our extensive use of HDPE in the system, I wanted to highlight a recent discussion at the Manipal Advisory Board meeting regarding microplastics. Chris De'Armitt, an author and expert on the subject, emphasized that HDPE water mains exhibit minimal scouring and potential chemical leaching, marking it as a favorable material. He advocates for the increased adoption of HDPE in water systems.

6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **FILTER WASTE RECYCLING PROJECT** – Currently waiting for plans and specs to be finalized.
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** – The Joppa Road project is underway, with the fusing of pipe already in progress. As of today, we have installed the first segment of pipe, which includes a hydrant and hydrant valve, along with a new 2-inch seasonal valve for the seasonal customers at the end of Joppa Road. We anticipate significant progress during the week following the Thanksgiving holiday. The E.M. Woods crew is making efforts to maintain the road's condition, ensuring year-round residents have adequate access during the holiday season. Blasting operations have taken longer than expected, as is often the case in such projects. A power line was inadvertently dropped due to one of the shots yesterday, resulting in a delay of approximately three hours. However, completion of the blasting is anticipated by Wednesday; we remain hopeful for timely progress.
12. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. – No Change in status.
13. **BUDGET-** Held a budget meeting with department heads to pull together some numbers and ideas on what need to be completed for next year's budget and will be working on this for the next couple of weeks.
14. The meeting was adjourned at 1826 hr.
Trustee Climo motioned, Trustee Tibbetts second Yea: unanimous.

END OF MINUTES

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