

11 November 2025

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 28 OCTOBER 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 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 23 September 2025.
Trustee Climo motioned, Trustee Lorrain second, Yea: Gamage, Tibbetts, Anthony Abstain: Tharpe, Stover Nea: None

2. The board approved payroll for 23 September 2025, 30 September 2025, 7 October 2025, 14 October 2025, 21 October 2025.
Trustee Climo motioned, Trustee Tharpe second, Yea: unanimous.

3. The board approved transactions for 24 September 2025 through 28 October 2025.
Trustee Climo motioned, Trustee Tharpe second, Yea: unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 28 October 2025. The upcoming November 1st billing amount for books 3,4 and 13 is \$612,612.22. During the previous period we received 5 new service applications and have added 0 new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of October 28, 2025	
Account	Balance
Business Checking	\$ 25,334.79
Deposit Sweep Account	\$ 74,556.74
Liquidity Total	\$ 99,891.53
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,795.10
Land Acquisition Fund	\$ 2,572.38
Capital Reserve ("PUC Account")	\$ 598,823.40
Capital Reinvestment Fund	\$ 151,577.62
Mt Dora Easement Escrow	\$ 4,904.35
Southport Sinking Fund	\$ 85,910.06
EBB Upgrade 91-20	\$ 63,684.81
EPA Grant	\$ 102.46
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 945,770.74
TOTAL CASH RESERVES	\$ 1,045,662.27

- a. **Budget Performance Report-** The AM has sent this report to all trustees and will now answer questions if any.

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

Natural Resources Program Manager
Updates October 28, 2025

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - *Working on final invoice and final grant report*
 - *Putting together images for a time lapse video*
 - *Will be presenting project at the Watershed Roundtable on Nov 14 in Augusta*
- **Clean Drinking Water Initiative (BR CDWI)**
 - *Still waiting for a date to meet on land acquisition approaches/priorities*
 - *Meadow along Adams Pond—helped procure seed, planting late Oct/early Nov*
- **Knickerbocker NPS concerns**
- **Adams Pond NPS concerns**
 - *Contacted DOT to get new road edges properly addressed with bmps. They were very quick to respond. Edges properly secured now*
- **Bigelow Labs**
 - *Will provide additional water quality data for the team to evaluate*
 - *Looking at grants to support proposed projects prioritized from the data results*
- **Water Quality Testing**
 - *Aaron and I continue with water sampling on biweekly basis until early/mid-November*
 - *Compiling data sheets to send to LSM for annual review*
- **Outreach**
- **Trainings**
- **Land Acquisition/Conservation Easements**
- **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)*
 - *Putting together budget proposal 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** – Gage Seavey passed his Class I Distribution Operators License test.

4. **TREATMENT DIVISION (TD)**- The TD has been assisting the Distribution department with seasonal turn off as well as compliance water sampling, gathering information for next year’s budget, and routine maintenance.
 - a. **Chemical Dosing & Water Usage** –
 - Finish water flow average this past week is 0.2961 MGD. Last year the flow average was 0.2883 MGD.
 - The current alum dose is 7.9 Mg/l. Last year it was 8.2 Mg/l.
 - The current caustic dose is 2.8 Mg/l. Last year it was 2.7 Mg/l.
 - The filter run time is at 77%. Last year the run time was at 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-2 (Severe Drought) drought status as of October 21, 2025. Adams Pond has 181.3 MG usable, with Adams Pond at 73% usable capacity. Last year at this time we were at 78%.

5. **DISTRIBUTION DIVISION (DD)** – The DD has been turning off seasonal water lines, collecting meters and winterizing the seasonal water mains (about 50% complete) for the last couple of weeks along with keeping up with everyday operations and job orders.

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

7. **FILTER WASTE RECYCLING PROJECT** – Attached is list of resolutions that need to be adopted by the BRWD.

*Is the board in favor of adopting the resolutions listed on the attached document titled **2025 Water Bonds- Drinking Water SRF - \$2.631.000 (Backwash Water Recycling System and Sludge Drying Beds)**?*

8. **LEAD SERVICE LINE INVENTORY** – This is on hold until seasonal turn off is complete.

9. **SIVC WATER MAIN REPLACEMENT PROJECT** – Jim Lord with Dirigo Engineering has reviewed all of Prock Marine’s numbers and comments, he has prepared full project estimates for the options considered, ran the hydraulics of each option and have a draft report but he wants Tim Sawtelle (owner of Dirigo Engineering) to review prior to sending to us. He is on vacation until mid-week next week so he should have this to us by Friday the 7th of November.

10. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No change in status.
11. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – E.M. Wood will be likely starting this project in the first week of November.
12. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. – No Change in status.
13. **CAPITAL IMPROVEMENT PLAN (CIP)**- Dirigo has sent me the final draft of the updated CIP/System assessment and the GM has submitted the report to MPUC.
14. **SOLAR POWER** – Still waiting on a proposal from MPO.
15. The meeting was adjourned at 1946 hr.
Trustee Climo motioned, Trustee Tharpe second Yea: unanimous.

END OF MINUTES

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