

28 October 2025

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 23 September 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); Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Tharpe, At-Large (Treasurer); Trustee Stover, Boothbay; **Guests:** Boothbay Register

1. The board approved the minutes of 09 September 2025.

*Trustee Climo motioned, Trustee Lorrain second, Yea: Gamage, Tibbetts, Anthony Abstain: None Nea: None*

2. The board approved payroll for 09 September 2025 and 16 September 2025

*Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.*

3. The board approved transactions for 10 September 2025 through 23 September 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 23 September 2025. The upcoming October 1<sup>st</sup> billing total for books 1 and 2 is \$131,050.11. During the previous period we received 3 new service applications and have added 0 new accounts to the system.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> Cash Account Status Report as of September 23, 2025	
Account	Balance
Business Checking	\$ 25,383.12
Deposit Sweep Account	\$ 620,804.35
<b>Liquidity Total</b>	<b>\$ 646,187.47</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,735.65
Land Acquisition Fund	\$ 2,565.03
Capital Reserve ("PUC Account")	\$ 595,277.27
Capital Reinvestment Fund	\$ 151,144.29
Mt Dora Easement Escrow	\$ 4,890.42
Southport Sinking Fund	\$ 85,401.32
EBB Upgrade 91-20	\$ 63,502.75
EPA Grant	\$ 102.16
Bank of Maine Unemployment CD	\$ 17,400.56
<b>Designated Fund Total</b>	<b>\$ 941,019.45</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,587,206.92</b>

- a. **Annual Audit**- We have received a draft of the financial and operating reports, the final draft will be soon to follow.
- b. **Budget Performance Report**- The AM will give the details of this report.

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

**Natural Resources Program Manager**  
**Updates September 23, 2025**

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
  - Planting buffer in September/early October. ME DEP has a lake stewards MCC crew. They are helping plant September 23 & 24
  - Working on final invoice for the 319 grant
  - Processing MOHF grant funds/final report. This grant covered the loam and some erosion control mulch.
  - Alex Wong from ME DEP will be doing a site visit on September 26 to see progress on project in person
- **Clean Drinking Water Initiative (BR CDWI)**
  - Still waiting for a date to meet on land acquisition approaches/priorities
  - Meadow along Adams Pond to be planted early October
  - Free movie at Harbor Theatre: Our Blue World: A Water Odyssey
    - October 14
    - <https://www.youtube.com/watch?v=DP6ueBOv5hc>
    - Troy is helping with FB and website cross promotion for the event
- **Knickerbocker NPS concerns**
  - Site visit scheduled to review botanical gardens sediment and erosion control measures for the construction site on Friday, September 26
- **Adams Pond NPS concerns**
- **Bigelow Labs**
  - Meeting September 26 to review annual testing and plan for next year
- **Water Quality Testing**
  - Aaron and I continue with water sampling on biweekly basis.
  - Cody helped with water quality testing on September 16
- **Outreach**
  - Led by Troy and our website person, we have the purple loosestrife article on our website. Looks great
- **Trainings**
  - MWUA September 30 conference Augusta
- **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)
  - Boothbay Region Land Trust will be conducting their annual conservation easement monitoring over the next couple of months. They will send a report to follow-up.

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 is attending training for his Class I & II distribution operators license.
  
4. **TREATMENT DIVISION (TD)**- The TD with the help of Jim Swarenson has installed a new VFD for raw water pump #2 and has been bringing Cody up to speed with how SCADA and the treatment plant alarm system work as he is going to be in the treatment plant on call schedule.
  - a. **Chemical Dosing & Water Usage** –
    - Finish water flow average this past week .7354 MGD. Last year flow average .7430 MGD.
    - The current alum dose is 11.4 Mg/l. Last year was 9.7 Mg/l.
    - The current caustic dose is 2.9 Mg/l. Last year was 3.6 Mg/l.
    - The filter run time is at 97%. Last year was 93%.
    - The clarifier run time is the same as last year at 100%.
    - b. **Water Reserve & Drought Status Report** – The Boothbay region is in a D-2 (Severe Drought) drought status as of September 16, 2025. Adams Pond has 197.5 MG usable, with Adams Pond at 79% usable capacity. Adams Pond has dropped 7” since the last meeting.
  
5. **DISTRIBUTION DIVISION (DD)** – The DD has been locating and replacing gate valves as well as identifying unknown service lines in the system for the lead service line inventory report, completing monthly backflow tests, locating a potential leak on Fullerton Rd., assisting Rebecca with the Adams Pond Rd project, and preparing to install a 2000’ water main extension for a new customer on Meadow Rd. in East Boothbay. They have also been repaired the security fence for our K-hill booster station.
  
6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
  
7. **FILTER WASTE RECYCLING PROJECT** – No change in status.
  
8. **LEAD SERVICE LINE INVENTORY** – The DD has made this a priority project until seasonal turnoff.
  
9. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.
  
10. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – I have attached an extended timeline for the Barter’s Island Road water and sewer extension project to the back of this report.
  
11. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status.
  
12. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. – No Change in status.

13. **CAPITAL IMPROVEMENT PLAN (CIP)**- Still waiting for the final draft of this.
14. **SOLAR POWER** - I have sent the information to MPO needed to have a proposal created for potential solar panels for the Adams Pond facility. Once this is completed, he will schedule a site visit.
15. The meeting was adjourned at 1935 hr.  
*Trustee Climo motioned, Trustee Tibbetts second Yea: unanimous.*

END OF MINUTES

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