

23 September 2025

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 09 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); 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 26 August 2025.  
*Trustee Climo motioned, Trustee Lorrain second, Yea: Gamage, Tibbetts, Tharpe, Anthony Abstain: Stover Nea: None*
2. The board approved payroll for 26 August and 02 September 2025  
*Trustee Climo motioned, Trustee Tharpe second, Yea: unanimous.*
3. The board approved transactions for 27 August through 09 September 2025.  
*Trustee Climo motioned, Trustee Tharpe second, Yea: unanimous.*

- ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 09 September 2025. In the process of reviewing reads for books 1 and 2, the totals will be reported during the next trustee meeting. During the previous period we received 0 new service applications and have added 2 new seasonal accounts to the system.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> Cash Account Status Report as of September 09, 2025	
Account	Balance
Business Checking	\$ 24,941.80
Deposit Sweep Account	\$ 970,135.55
<b>Liquidity Total</b>	<b>\$ 995,077.35</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	\$ 4,875.56
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>\$ 941,004.59</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,936,081.94</b>

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

**Natural Resources Program Manager**  
**Updates September 09, 2025**

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
  - Soil samples for buffer at Bigelow came back well below threshold for pfas. Trucks start delivering loam Tuesday, Sept. 9<sup>th</sup>
  - Planting buffer in September.
  - October/November will be final invoice(s) and report to ME DEP
  - Invoiced ME DEP for \$83,107.60
- **Clean Drinking Water Initiative (BR CDWI)**
  - Committee will be meeting in September to discuss new outreach to landowners for land conservation
  - Will be assisting landowner on Adams Pond with seeding for meadow species. Transitioning area from lawn to meadow to improve buffer.
- **Knickerbocker NPS concerns**
- **Adams Pond NPS concerns**
- **Bigelow Labs**
  - Scheduling meeting for September to review annual data set (July 2024-June 2025)
- **Water Quality Testing**
  - Aaron and I continue with water sampling on biweekly basis.
- **Outreach**
- **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** – No change in status.
4. **TREATMENT DIVISION (TD)**- The TD has been dealing with failed equipment and has ordered a new pump for the sewer pit and is currently waiting for it to be delivered. RWP #2's VFD has also failed and has been ordered and will be replaced by Stultz Electric when it arrives. With the help of the DD they have also replaced the air vent on the Pinkham standpipe to be in compliance with national standards. Since switching water sources Knickerbocker lake is still dropping about 3/16" per day.

**Table 2**

Boothbay Region Water District Knickerbocker Water Withdrawal Report			
Gallons Allowed to be Withdrawn 51.5000 MG			Gallons Remaining
Start Date	End Date	Gallons Pumped	51,500,000
24-Jul-25	27-Jul-25	3,210,100	48,289,900
28-Jul-25	03-Aug-25	6,707,800	41,582,100
04-Aug-25	12-Aug-25	9,703,100	31,879,000
13-Aug-25	18-Aug-25	6,518,100	25,360,900
19-Aug-25	24-Aug-25	5,921,400	19,439,500
25-Aug-25	31-Aug-25	5,997,800	13,441,700
01-Sep-25	03-Sep-25	2,705,600	10,736,100
<b>Total Withdrawn</b>		<b>40,763,900</b>	<b>10,736,100</b>

a. **Chemical Dosing & Water Usage** –

- Finish water flow average this past week is 0.7354 MGD. Last year the flow average was 0.7562 MGD.
- The current alum dose is 12.3 Mg/l. Last year was 9.9 Mg/l.
- The current caustic dose is 4.0 Mg/l. Last year was 3.5 Mg/l.
- The filter run time is at 100%. Last year was 83%
- The clarifier run time is 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 2, 2025. Adams Pond has 212.9 MG usable, with Adams Pond at 85% usable capacity.

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. Also completing meter reading and backflow testing for the month.
6. **5 RIVERS REGIONAL WATER COUNCIL** – I will be attending a meeting on September 16<sup>th</sup>.
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 attended a meeting with CMBG on September 5<sup>th</sup>, right now they are still in the planning phase trying to figure out funding options and construction plans to include public sewer during the project
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)**- Dirigo has completed the capital improvement plan update and is now compiling it into a final draft. They currently are also creating a system assessment report to submit to PUC.
14. **SOLAR POWER/ ELECTRIC RATES**- BBRWD has locked in its electricity rates for the next 45 months at \$0.10830 per KWH, with the exception of a capacity adjustment beginning June 2028. September 15 I will be attending a meeting with MPO to discuss solar power options as well as demand response.
15. The meeting was adjourned at 1950 hr.  
*Trustee Gamage motioned, Trustee Climo second Yea: unanimous.*

Respectfully Submitted,  
Weston Alley  
General Manager

END OF MINUTES

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