

28 April 2026

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 14 APRIL 2026

The Board of Trustees convened at 1800 hours. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Tharpe, At-Large; Trustee Tibbetts, Boothbay Harbor (Treasurer); Trustee Lorrain; Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Stover, Boothbay Harbor

1. The board approved the minutes of 24 March 2026.
Trustee Climo motioned, Trustee Lorrain second, Yea: Trustees Gamage, Anthony, Lorrain Abstain: Trustee Tibbetts None, Nea: None
2. The board approved payroll for 24 March 2026, 31 March 2026, and 07 April 2026
Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.
3. The board approved transactions for 25 March 2026 through 14 April 2026.
Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.
4. The board voted to voice an opinion on behalf of the BRWD to not be in favor of the CMBG's request for a contract zoning agreement for the proposed Glasshouse Conservatory with the town of Boothbay unless town sewer is installed first.
Trustee Climo motioned, Trustee Tharpe seconded, Yea: Trustee Gamage, Lorrain, Tibbetts Nea: None Abstain: Trustee Anthony

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of April 14, 2026. We are in the process of reading books 3,4 and 13, totals will be reported next meeting. The seasonal billing total was \$822,685.74. During the previous period we received 3 new service applications and have added 0 new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of April 14, 2026	
Account	Balance
Business Checking	\$ 106,333.72
Deposit Sweep Account	\$ 721,580.07
Liquidity Total	\$ 827,913.79
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 21,106.47
Land Acquisition Fund	\$ 2,604.68
Capital Reserve ("PUC Account")	\$ 758,399.58
Capital Reinvestment Fund	\$ 153,847.25
Mt Dora Easement Escrow	\$ 4,964.15
Southport Sinking Fund	\$ 93,925.37
EBB Upgrade 91-20	\$ 64,638.39
EPA Grant	\$ 103.98
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 1,116,990.43
TOTAL CASH RESERVES	\$ 1,944,904.22

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

Natural Resources Program Manager
Updates April 14, 2026

- *Content in italics reflects recent changes and/or current efforts on ongoing projects*
- **Clean Drinking Water Initiative (BR CDWI)**
 - Live staking demo on May 12th with Jared Gregory from Maine Forest Service. Will partner with BR CDWI to cross promote spring program. Boothbay Region Land Trust will incorporate program as part of the Tuesday Walks-n-Talks Series at the land trust. Held at Oak Point Preserve
 - Forest to Faucets Program
 - Host: Coastal Maine Botanical Gardens
 - April 14: Lake Stewards of Maine: Volunteer Lake Monitoring Program

Speaker: Tristan Tabor; Lake Stewards of Maine

 - May 19: ME DEP: Maine Lakes Scorecards

Speaker: Jeremy Deeds, Maine DEP
- **Knickerbocker NPS concerns**
 - *Site walk to review erosion control at the botanical gardens. Made several suggestions—all of which have been implemented and documented with before and after photos.*
 - Land and Water Conservation Fund; Bureau of Parks & Lands 2026 funding
 - Pre-application meeting March 13 with Doug Beck and Mike Alley, Boothbay DPW on site.
 - Grant to focus on drainage improvements at Clifford Park and road, parking, water access improvements at Knickerbocker Access. Both sites will also address terrestrial invasive species.
 - Meeting with Town Manager Dan Bryer and Mike Alley from DPW for next steps April 14
- **Adams Pond NPS concerns**
 - *Old garage at intake has been removed. Will file with ME DEP final report from abatement.*
 - *Intake road project on track for late summer (dry season)*
 - *Reviewed Adams Pond Road and Buffer Project and other sites with Shawn and Dale for drainage improvements following snow melt.*
 - *Site visit to storage units to assess their proposed plan. Will follow up with Dan at code office*
- **Bigelow Labs**
 - Finalizing testing schedules for 2026 season
 - Host site for 3 BR CDWI films
 - August 18: Brave Blue World
 - September 22: Our Blue World: A Water Odyssey
 - Fall date TDB: Unless Something Goes Terribly Wrong
 - Will show film for students during day and open to public evening showing
- **Water Quality Testing**
- **Outreach**
 - *Partner pages live on the BRWD website! It looks great.*

- Conservation concerns: invasive species, sediment and erosion control, native plants and more
 - Water Quality Projects
- *Presented Webinar on Road Realignment project for Lake Stewards of Maine and Maine Lake Society March 18. Well received.*
- **Trainings**
 - BRWD staff training: Winter BMP's; 4 hours of training; Rebecca will lead this training in March (or later). Will invite local DPW's and contractors to attend. *Editing presentation provided by ME DEP for this training.*
 - *Maine Sustainability and Water Conference, Augusta Civic Center, March 26-new funding source and resources discovered*
 - *Maine Invasive Species Network annual meeting in Orono on April 1.—Excellent updates, new information, networking*
- **Land Acquisition/Conservation Easements**
 - *Coordinating new landowner outreach letter and materials with BR CDWI members for spring mailing and summer/fall acquisition efforts*
- **Other**
 - *Attended Boothbay Harbor Comprehensive Planning meeting April 2. Dale attended as well to provide infrastructure and historical information. Planning team will reach back out with additional questions and draft when ready.*
 - *MCC contract for week of July 6-10. Will focus on invasive species management, some buffer work as well.*
 - *Contacted Shore Hills Campground for tent sites*
 - Working through budget for programs, projects, and grant reimbursements
 - Source Protection Grant (\$10,000)—reimbursement pending
 - Land and Water Conservation Fund; Bureau of Parks & Lands 2026 funding. Started draft budget and outline of scope of work for grant proposal due in June. Funding would be available for 2027 projects and timeline is up to 3 years for completion. (estimate request around \$50-70,000)
 - *Partnership Opportunity: Knox-Lincoln Soil & Water Conservation District Conservation Landscape Certification Program emphasizes best practices in soil and water management. Focuses on 5 core criteria: 1. Wildlife Habitat 2. Soil & Water Conservation Practices 3. Invasive Species 4. Ecosystem Support 5. Integrated Pest Management*
 - *The idea is that I would serve the peninsula allowing me the opportunity to meet with landowners throughout the service area helping to get best practices implemented and improve water quality throughout the region. There are signs landowners can put on their properties to promote the program and practices. Knox-Lincoln SWCD has the primary program resources and we will link to their site to connect landowners and promote the partnership*

3. **SAFETY & TRAINING UPDATE** – The manager reports that there have been no safety violations during the previous period.
 - a) **Human Resources (HR)** – No change in status.
 - b) **Training Update** – Tyler Campbell, Gage Seavy, and Dalton Pushard have all passed their Class 3 Distribution license exams.
4. **TREATMENT DIVISION (TD)**- The TD has been finishing with winter maintenance, and gearing up the plant for summer water, as well as assisting the DD with seasonal turn on.
 - a. **Chemical Dosing & Water Usage**
 - Finish water flow averages this past week is 0.3595 MGD. Last year the flow average was 0.3276 MGD.
 - The current alum dose is 10.6 Mg/l. Last year it was 10.4 Mg/l.
 - The current caustic dose is 3.5 Mg/l. Last year it was 4.1 Mg/l.
 - The filter run time is at 100%. Last year the run time was at 80%.
 - The clarifier run time is 100%. Last year the run time was at 100%.
 - b. **Water Reserve & Drought Status Report** – The Boothbay region is still in a D-2 drought (Severe Drought) status as of April 7, 2026. Adams Pond currently is level with the top of the dam with 250 MG (100%) of usable water remaining above the intake.
5. **DISTRIBUTION DIVISION (DD)** – For the last 2-3 week the DD has been preparing the seasonal system for turn on as well as day to day operations. They are currently in the process of filling and flushing trunk lines.
6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **FILTER WASTE RECYCLING PROJECT** – Still under review by the DWP
8. **LEAD SERVICE LINE INVENTORY** – No change in status.
9. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
10. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – CMBG has applied for CDS funding to assist with the cost of this project.
11. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – From what I have heard Hagar is having trouble finding a blaster for this project after the one they were going to hire backed out, as well as some of their gear being trapped by posted roads.
12. **FY27 CDS REQUEST**- No change in status
13. **CIP**- No change in status
14. The meeting was adjourned at 1915 hr.
Trustee Climo motioned, Trustee Tibbetts second Yea: unanimous.

END OF MINUTES

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