

12 May 2026

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 28 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 14 April 2026.
Trustee Anthony motioned, Trustee Lorrain second, Yea: Trustees Gamage, Climo, Lorrain Abstain: Trustee Tibbetts None, Nea: None
2. The board approved payroll for 14 April 2026 and 21 April 2026
Trustee Anthony motioned, Trustee Lorrain second, Yea: unanimous.
3. The board approved transactions for 15 April 2026 through 28 April 2026.
Trustee Anthony motioned, Trustee Lorrain second, Yea: unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of April 28, 2026. The upcoming billing amount for books 3,4 and 13 is \$516,758.60. During the previous period we received 2 new service applications and have added 1 new account to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of April 28, 2026	
Account	Balance
Business Checking	\$ 44,462.72
Deposit Sweep Account	\$ 856,607.13
Liquidity Total	\$ 901,069.85
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 21,106.47
Land Acquisition Fund	\$ 2,610.90
Capital Reserve ("PUC Account")	\$ 760,328.71
Capital Reinvestment Fund	\$ 153,847.25
Mt Dora Easement Escrow	\$ 4,976.39
Southport Sinking Fund	\$ 94,164.28
EBB Upgrade 91-20	\$ 64,638.39
EPA Grant	\$ 103.98
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 1,119,176.93
TOTAL CASH RESERVES	\$ 2,020,246.78

- a. **Annual Audit-** We had our annual onsite audit in progress during this time.
- b. **Budget Performance Report-** The AM provided this report.

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

Natural Resources Program Manager
Updates April 28, 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.
 - Forest to Faucets Program
 - May 19: ME DEP: Maine Lakes Scorecards--Speaker: Jeremy Deeds, Maine DEP
 - Film showing at Harbor Theatre: Unless Something Goes Terribly Wrong
 - *Working on finalizing a date and coordinating showing film to students during day and open to public evening showing*
- **Knickerbocker NPS concerns**
- **Adams Pond NPS concerns**
 - *Making adjustments to the Adams Pond buffer to address immediate needs and plan for more permanent solutions once weather improves and soils dry out enough to do work*
 - *Helping crew with shoreline trash cleanup April 28*
- **Bigelow Labs**
 - Finalizing testing schedules for 2026 season
 - Host site for 2 BR CDWI films
 - August 18: Brave Blue World
 - September 22: Our Blue World: A Water Odyssey
- **Water Quality Testing**
 - Starts in May
- **Outreach**
 - *Working with Digital Canvas to add Knox-Lincoln Soil & Water Conservation District to the partner page*
 - *Planning an outreach event for the Conservation Landscape Certification program for summer/early fall*
- **Trainings**
- **Land Acquisition/Conservation Easements**
 - *Coordinating new landowner outreach letter and materials with BR CDWI members for spring mailing and summer/fall acquisition efforts*
 - *Working the BR CDWI with Adams Pond landowner who is interested in selling some property to the water district.*
- **Other**
 - Working through budget for programs, projects, and grant reimbursements
 - Source Protection Grant (\$10,000)—reimbursement pending
 - Land and Water Conservation Fund—will apply in 2027 after meeting with Town Manager and DPW. This application requires a town warrant and it is also preferable to have current projects completed before starting another one

3. **SAFETY & TRAINING UPDATE** – The manager reported 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 had 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 0.3732 MGD. Last year the flow average was 0.3636 MGD.
- The current alum dose is 11.5 Mg/l. Last year it was 10.2 Mg/l.
- The current caustic dose is 3.6 Mg/l. Last year it was 2.9 Mg/l.
- The filter run time is at 100%. Last year the run time was at 100%.
- The clarifier run time is 100%. Last year the run time was at 100%.

b. **Water Reserve & Drought Status Report** – The Boothbay region is currently in a D-2 drought (Severe Drought) status as of April 21, 2026. Adams Pond currently is level with the top of the dam with 250 MG (100%) of usable water remaining above the intake.

- **DISTRIBUTION DIVISION (DD)** – The following report was prepared by the Distribution Foreman-

Report: April 14– April 28, 2026

- **Joppa Road Project:** E.M. Wood crew has slowly been converting seasonal services to year-round.
- **Meadow Cove Project:** We have installed a seasonal gate and have begun fusing some 4” together. But we have just begun, we are trying to get over there daily, but between seasonal turn on and weather, it’s been a challenge.
- **April Backflow Devices:**
We do not have any backflows scheduled in April due to seasonal turn on.
- **Meter Reading:**
Monthly meter readings have been completed.
- **Fullerton Street East & West Replacement:** We have decided on replacement of water main on Fullerton St, it will be two stage projects. First, we will replace the west side of Fullerton which is currently 6” AC pipe (Asbestos Cement) There is an 8” main gate on West St we will tie on to, and we will continue up the hill to Tupper Rd. Roughly 400’ This would be replaced with 8” HDPE. Then we would mobilize to the east side of Fullerton St to replace the current 4” C.I. (Cast Iron), Both projects would need temporary water and traffic control. The east side will be much more intrusive due to more residence in the area and narrow roads. Currently I’m trying to put together packages for contractors to bid on. Scope of work, linear feet of pipe, number of services, responsibilities of contractor and us, etc...
- **Seasonal Repairs:**
Seasonal water is fully on, we have had some significant repairs to make. The Squirrel Island

line was hemorrhaging about 60,000gal a day. Mike Cusimano dove and has slowed that rate down, but we still are losing about 6,000gal a day, he is going to try and dive again soon.

- **Estimates:**
Spring typically brings an increase in applications for new service connections. Processing these requests will be a priority in the coming weeks.
- **Rt 27 Clean Up:** We will be picking up along the pond today on Rt 27, so hopefully it will look much better by this afternoon.

Dale Harmon
April 28, 2026

5. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
6. **FILTER WASTE RECYCLING PROJECT** – The review by the DWP has been completed. They are currently organizing comments and questions to review with Dirigo Engineering.
7. **LEAD SERVICE LINE INVENTORY** – No change in status.
8. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
9. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No Change in Status. I have some documents that the code enforcement officer has shared with me about the CMBG's request for zoning changes after sharing the concerns of the BRWD about the potential future projects.
10. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – The GM and AM met with Hagar and Dirigo Engineering last week and discussed project details. Hagar will be mobilizing equipment and preparing their stock yard this week. Expected start date for blasting will be May 5. Hagar is confident that they will have the project completed on schedule.
11. **FY27 CDS REQUEST-** No change in status
12. **CIP-** This was covered in the DD section of this report
13. The meeting was adjourned at 1843 hr.
Trustee Climo motioned, Trustee Tibbetts second Yea: unanimous.

END OF MINUTES

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