

10 March 2026

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 24 FEBRUARY 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 Stover, Boothbay Harbor; Trustee Tharpe, At-Large; Trustee Tibbetts, Boothbay Harbor (Treasurer); Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Lorrain, Boothbay **Guests:** Boothbay Register

1. The board approved the minutes of 27 January 2026.
Trustee Climo motioned, Trustee Anthony second, Yea: Gamage, Tibbetts, Tharpe, Abstain: Trustee Stover Nea: None
2. The board approved payroll for 27 January 2026, 03 February 2026, 17 February 2026
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.
3. The board approved transactions for 28 January 2026 through 24 February 2026.
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.
4. The board discussed to hold Trustee Meetings during daylight saving time at 1800hr instead of 1900hr.
Trustee Climo motioned, Trustee Gamage seconded, Yea: Tibbetts, Tharpe, Anthony, Stover; Nea: None

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 24 February 2026. The upcoming billing total for books 5 & 6 on March 1st is \$65,817.68. During the previous period we received 1 new service application and have added 1 new account to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of February 24, 2026	
Account	Balance
Business Checking	\$ 25,471.48
Deposit Sweep Account	\$ 817,344.06
Liquidity Total	\$ 842,815.54
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 21,010.15
Land Acquisition Fund	\$ 2,598.99
Capital Reserve ("PUC Account")	\$ 505,576.80
Capital Reinvestment Fund	\$ 153,145.19
Mt Dora Easement Escrow	\$ 4,953.40
Southport Sinking Fund	\$ 93,503.33
EBB Upgrade 91-20	\$ 64,343.42
EPA Grant	\$ 103.50
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 862,635.34
TOTAL CASH RESERVES	\$ 1,705,450.88

- a. **Budget Performance-** The AM will gave the Details for this report.

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

Natural Resources Program Manager
Updates February 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**
 - Land and Water Conservation Fund; Bureau of Parks & Lands 2026 funding pre-application meeting with Doug Beck on February 9. Two proposed projects meet funding criteria. Site visit scheduled for March 13. First project is to improve drainage around ballfield and address invasive plant species at Clifford Park. Second project is addressing invasive plants, improving access road and parking and water access at Knickerbocker Access. This would be a partnership project with the Town of Boothbay. Mike Alley is in the loop and will attend the site
- **Adams Pond NPS concerns**
 - *Abatement team completed removal on Monday, February 16th. Paperwork will be filed with the state following payment of abatement. Structure can be removed anytime now.*
 - Reviewing bids from 3 local contractors for the old Adams Pond intake road. Focus on updating access road in 2026; For 2027 or beyond will plan for concrete pad for pipe storage and improved drainage around existing structures
- **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**
- **Outreach**
 - Developing content and list of links for website updates and improvements
 - Partners—approved by staff and trustees. Website designer has content. All partners and staff/trustees at BRWD will have opportunity to review page prior to going live—*Working on list sent by website designer—images, content, etc*
 - Conservation concerns: invasive species, sediment and erosion control, native plants and more
 - Water Quality Projects

- Webinar on Road Realignment project for Lake Stewards of Maine and Maine Lake Society winter series, March 18—*currently working on presentation*
- **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
- **Land Acquisition/Conservation Easements**
 - Meeting with Bailey Charron from land trust in March to develop plan for landowner outreach in 2026 following initial meeting in late January.
- **Other**
 - Applied for MCC crew 2026 for invasive species removal and buffer projects. *Team is scheduled for week of July 6th. Timing is great to have summer intern included in efforts. Developing work list for crew.*
 - Generated work plan and schedule for summer intern.
 - Working through budget for programs, projects, and grant reimbursements
 - Source Protection Grant (\$10,000)—reimbursement pending
 - Maine Outdoor Heritage Grant (\$17,990)—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.

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** – Annual safety training will be held somewhere between March 9-11; I will have the date set in stone soon.
4. **TREATMENT DIVISION (TD)**- The TD has been business as usual with compliance sampling and plant maintenance while including cross training with distribution members. The last few weeks they have been rebuilding the chemical injection pumps and touching up the filters.

a. Chemical Dosing & Water Usage –

- Finish water flow averages this past week is 0.2908 MGD. Last year the flow average was 0.2922 MGD.
- The current alum dose is 7.2 Mg/l. Last year it was 14.4 Mg/l.
- The current caustic dose is 6.8 Mg/l. Last year it was 7.6 Mg/l.
- The filter run time is at 77%. Last year the run time was at 70%.
- The clarifier run time is 91%. Last year the run time was at 91%.

- b. **Water Reserve & Drought Status Report** – The Boothbay region is still in a D-2 drought (Severe Drought) status as of February 17, 2026. Adams Pond is currently level with the bottom of the sluiceway (fully recharged).
5. **DISTRIBUTION DIVISION (DD)** – The following report was prepared by the Distribution Foreman- **Joppa Road Project**:
- On Thursday, January 29, we received satisfactory coliform test results, allowing us to place Joppa Road into service. This provides the Southport system with two new operational hydrants.
 - Additional district work remains and is scheduled for later this spring. This work will include connecting new curb stops to seasonal meters, reconnecting the 2” seasonal main, and converting select seasonal services to year-round customers.
 - **Trailer Purchase:** The new trailer has been fully outfitted and is ready for field service. Considerable planning went into organizing the layout for efficiency and functionality. The crew is very satisfied with the final result.
 - **Lead Inventory Program:** Currently on hold.
 - **Main Break – East Boothbay Route 96:** On Thursday, February 5, I received a call from Mike Alley, Foreman for the Town of Boothbay, reporting a water main break in front of his residence on Route 96. I responded immediately and began coordinating with our crew, as well as E.M. Woods (Justin Wood), in anticipation of excavation support. We mobilized and were on site within the hour. The main was encased in ledge, which limited excavation assistance and required significant hand digging. Groundwater also presented challenges. Despite these conditions, the repair was successfully completed, and the crew cleared the site by approximately 11:00 PM.
 - **Service Line Thawing:** Due to sustained cold temperatures this winter, we have thawed three frozen service lines to date: one on Cape Newagen Road, one on Reed Road, and one on Route 96 near Thrill Hill.
 - **Meadow Cove Project:** Currently on hold.
 - **February Backflow Devices:** Inspections are up to date.
 - **Meter Reading:** Monthly meter readings have been completed.
 - **Hydrant Inspections:** Hydrants have been checked twice since the previous report. No frozen hydrants were identified. Following recent storms, crews are prioritizing snow removal around hydrants to maintain accessibility.
 - **Change in Service Garage:** Hawkes Motors no longer services diesel vehicles. We have transitioned to Freedom Auto for the majority of our vehicle maintenance and repairs moving forward.
 - **Leak Detection and Repairs:** We have addressed several service leaks this period. While investigating unaccounted-for water due to the standpipe not filling as expected, it was determined that Signal Point Condominiums had a significant leak (through their meter) near the shoreline by the marina. That issue has been corrected.
 - During the same investigation, Shawn Simmons identified an additional leak near Jay Andrews’ office (not associated with his service), which has also been repaired.
 - Additionally, while conducting meter readings, Gage Seavey discovered a leak on Park Street. That repair has been completed as well.

Best regards,
Dale Harmon
February 24, 2026

6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **FILTER WASTE RECYCLING PROJECT** – Currently waiting for approval of plans and specs from 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** – No change in status.
11. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – This was covered in the report provided by the Distribution Foreman.
12. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – No Change in status.
13. The meeting was adjourned at 1845 hr.
Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

END OF MINUTES

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