

27 January 2026

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 13 JANUARY 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; Trustee Tharpe, At-Large; Trustee Tibbetts, Boothbay Harbor (Treasurer) Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Lorrain, Boothbay Harbor **Guests:** Boothbay Register

1. The board approved the minutes of 30 December 2025.
Trustee Climo motioned, Trustee Anthony second, Yea: Gamage, Stover, Tharpe, Lorrain Abstain: Trustee Tibbetts Nae: None
2. The board approved payroll for 23 December 2025, 30 December 2025, 06 January 2026
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.
3. The board approved transactions for 24 December 2025 through 13 January 2026.
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 13 January 2026. Currently in the process of reading books 3,4 and 13. Totals will be reported during the next trustee meeting. During the previous period we received 2 new service applications and have added 0 new account to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of January 13, 2026	
Account	Balance
Business Checking	\$ 25,020.50
Deposit Sweep Account	\$ 727,451.47
Liquidity Total	\$ 752,471.97
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,959.36
Land Acquisition Fund	\$ 2,592.70
Capital Reserve ("PUC Account")	\$ 504,354.55
Capital Reinvestment Fund	\$ 152,774.96
Mt Dora Easement Escrow	\$ 4,929.48
Southport Sinking Fund	\$ 93,280.00
EBB Upgrade 91-20	\$ 64,187.87
EPA Grant	\$ 103.25
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 860,582.73
TOTAL CASH RESERVES	\$ 1,613,054.70

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

Natural Resources Program Manager
Updates January 13, 2026

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - Final Report and Invoice submitted; payment estimated in 4 weeks
 - ME DEP closeout letter in hand
 - Photo documenting and list for spring/summer adjustments to new road and buffer installation
- **Clean Drinking Water Initiative (BR CDWI)**
 - Education meeting on January 28
 - Live staking demo on May 12th with Jared Gregory from Maine Forest Service. Will partner with BR CDWI to cross promote spring program. Time/location tbd
- **Knickerbocker NPS concerns**
 - Year-end report submitted Dec 30th to ME DEP
- **Adams Pond NPS concerns**
 - Meeting with Mike Tomko to review plans for property improvements
- **Bigelow Labs**
 - Joint article to Boothbay Register on our partnership water quality testing
- **Water Quality Testing**
- **Outreach**
 - Developing content and list of links for website updates and improvements
 - Partners
 - Conservation concerns: invasive species, sediment and erosion control, native plants and more
 - Water Quality Projects
- **Trainings**
 - Working with BRWD staff to develop sediment and erosion control trainings for BRWD staff, area municipal staff, area contractors, etc
 - Maine Sustainability and Water Conference, Augusta Civic Center, March 26
- **Land Acquisition/Conservation Easements**
 - Will meet with Sue Mello (former NRPM at BRWD) and Bailey Charron with Boothbay Region Land Trust on January 13 to review landowner list
- **Other**
 - Applied for MCC crew 2026 for invasive species removal and buffer projects.
 - Generating work plan and schedule for summer intern. Reviewed state and federal regulations for employing minors.
 - 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)
 - Total funds requested for reimbursement: \$89,177.66
 - Putting together budget proposal and grant opportunities for 2026

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** – Currently organizing a class III Distribution course with MRWA for 5 members of the BRWD crew and about 10 other people from other water districts.
4. **TREATMENT DIVISION (TD)**- The TD has been business as usual with compliance sampling and plant maintenance, as well as finishing the bridge for the walking path on Adams Pond Rd.
 - a. **Chemical Dosing & Water Usage** –
 - Finish water flow averages this past week is 0.2872 MGD. Last year the flow average was 0.2659 MGD.
 - The current alum dose is 9.3 Mg/l. Last year it was 12.9 Mg/l.
 - The current caustic dose is 3.9 Mg/l. Last year it was 4.9 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 has been downgraded to a D-2 drought (Severe Drought) status as of January 8, 2026. Adams Pond is currently level with the bottom of the sluiceway (fully recharged).
5. **DISTRIBUTION DIVISION (DD)** – The DD has been working on Joppa Rd, fire hydrant maintenance, as well as finishing the backflow tests for the month. On January 2nd the distribution crew responded and repaired a water main break on Kennyfield Drive.
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** – Progress on the Joppa Road project continues (slowly).
12. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – No Change in status.
13. The meeting was adjourned at 1827 hr.
Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

END OF MINUTES

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