

24 February 2026

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 27 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 Lorrain, Boothbay Harbor; Trustee Tharpe, At-Large; Trustee Tibbetts, Boothbay Harbor (Treasurer); Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Stover, Boothbay **Guests:** Boothbay Register

1. The board approved the minutes of 13 January 2026.
Trustee Climo motioned, Trustee Anthony second, Yea: Gamage, Tibbetts, Tharpe, Abstain: Trustee Lorrain Nea: None
2. The board approved payroll for 13 January 2026, 20 January 2026
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.
3. The board approved transactions for 14 January 2026 through 27 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 27 January 2026. The billing total for meter routes 3,4 and 13 is \$535,482.65. During the previous period we received 0 new service applications and have added 1 new account to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of January 27, 2026	
Account	Balance
Business Checking	\$ 20,959.36
Deposit Sweep Account	\$ 678,148.53
Liquidity Total	\$ 699,107.89
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,959.36
Land Acquisition Fund	\$ 2,592.70
Capital Reserve ("PUC Account")	\$ 505,576.80
Capital Reinvestment Fund	\$ 152,774.96
Mt Dora Easement Escrow	\$ 4,941.81
Southport Sinking Fund	\$ 93,503.33
EBB Upgrade 91-20	\$ 64,187.87
EPA Grant	\$ 103.25
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 862,040.64
TOTAL CASH RESERVES	\$ 1,561,148.53

- a. **Annual Audit-** Our annual audit will be March 2nd & 3rd .
- b. **Budget Performance-** The AM will give the Details of this report.

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

Natural Resources Program Manager
Updates January 27, 2026

- **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. Boothbay Region Land Trust will incorporate program as part of the Tuesday Walks-n-Talks Series at the land trust. Preserve not yet identified.*
- **Knickerbocker NPS concerns**
 - *Land and Water Conservation Fund; Bureau of Parks & Lands 2026 funding requests sent out in December. I put in a request to address drainage and invasive plants at Harold B. Clifford Playground and for access road and parking improvements at Knickerbocker Lake Public Access. Next step is a site visit from Bureau of Parks and Lands. Once visits are completed the Bureau will let entities know if they should submit a full proposal. Mike Alley, Boothbay DPW, knows I submitted this request.*
- **Adams Pond NPS concerns**
 - *Site visit from consultant to ensure old garage at old intake is free of asbestos before we demo the structure. Local building permit is in hand. This structure will be removed in advance of the reconstruction of the road. Visit had to be rescheduled due to weather. New date/time tbd*
 - *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*
 - *Will host 1-2 events with the water district and BR CDWI during summer or fall*
- **Water Quality Testing**
- **Outreach**
 - *Developing content and list of links for website updates and improvements*
 - *Partners—provided draft content and links to Troy and Weston for review and uploading to website*
 - *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*
- **Trainings**
 - *BRWD staff training: Winter BMP's; 4 hours of training; Rebecca will lead this training in February or March. Will invite local DPW's and contractors to attend.*
 - *Maine Sustainability and Water Conference, Augusta Civic Center, March 26*
- **Land Acquisition/Conservation Easements**
 - *Met with Sue Mello and Bailey Charron on January 13 to review landowner list. Sue was able to provide background and other information to help Bailey and I prioritize our efforts*

- **Other**
 - *Applied for MCC crew 2026 for invasive species removal and buffer projects. Week is not yet scheduled.*
 - *Generated work plan and schedule for summer intern.*
 - *Working through budget for programs, projects, and grant reimbursements*
 - *Source Protection Grant (\$10,000)*
 - *Maine Outdoor Heritage Grant (\$17,990)*

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** – There will be classes and a trade show held by MWUA in August February 4-5, if any trustees are interested in attending please let us know and we can get you signed up.

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. John Orne has received a quote for new PAX mixer for our Pinkham tank, the quote is \$26,115.00 and includes installation with a diver so we don't have to spend a week draining and filling the tank. Treatment has also prepared the sewer pit for a new waste pump and is working with an electrician to schedule a date for installation.

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

- Finish water flow averages this past week is 0.3120 MGD. Last year the flow average was 0.2955 MGD.
- The current alum dose is 7.5 Mg/l. Last year it was 14.3 Mg/l.
- The current caustic dose is 6.0 Mg/l. Last year it was 4.8 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 January 20, 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:

The distribution team completed work on Joppa Road, led primarily by Tyler Campbell and Cody Brown. Due to the complexity of crossing Hendricks Hill Road, most of the crew was on site. The final fusion was completed on Thursday, followed by pressure testing and disinfection on Friday. Flushing and sampling are scheduled for tomorrow, Wednesday, January 28, 2026. Pending satisfactory sample results on Thursday, the main will be placed into service, providing Southport with two additional year-round hydrants.

Trailer Purchase:

The new trailer has been fully lettered and the interior painted. Outfitting is expected to continue later this week.

Main Break – Lobster Cove Road:

On Sunday evening at approximately 8:30 PM, shortly after a snowstorm began, I received a call from Shawn Simmons regarding a possible main break on Lobster Cove Road at the head of the cove. Upon investigation, it was confirmed that a break had occurred. Given the onset of a severe winter storm, it was determined that mobilizing equipment that night was not feasible. After consulting with E.M. Wood, the decision was made to delay repairs until daylight. The crew reported at 7:00 AM, arrived on site by 8:00 AM, and equipment was on site by approximately 8:30 AM. The repair proceeded smoothly, and cleanup was completed around 1:00 PM.

Hydrant Checking:

Due to recent storms, crews will be focusing on snow removal around hydrants today.

Best regards,
Dale Harmon
January 27, 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** – Spoke with Marty Weeks about the Capitol Islands interest in this project. I will be working on a proposal to bring to them during their annual meeting early this summer or potentially sooner if possible.
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. **SOLAR**- I talked with a “Community Solar Specialist” about signing a contract to purchase solar energy through a company called Solar On Earth, in the past they have only offered this free program to residential accounts recently they have been approved to offer this program to schools and municipalities. I will be following up on this this week and will have more information next meeting.
14. The meeting was adjourned at 1845 hr.
Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

END OF MINUTES

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