

14 July 2026

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 23 JUNE 2026

The Board of Trustees convened at 1800 hours. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Tibbetts, Boothbay Harbor; Trustee Lorrain, Boothbay Harbor; Trustee Anthony, Boothbay (Clerk); Trustee Stover, Boothbay; Weston Alley, General Manager (GM); **Absent:** None

1. The board approved the minutes of 09 June 2026.

*Trustee Climo motioned, Trustee Lorrain second, **Yea:** Trustees Gamage, Tibbetts, Trustee Anthony **Abstain:** Trustee Stover **Nea:** None*

2. The board approved payroll for 9 June 2026 and 16 June 2026

Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.

3. The board approved transactions for 10 June 2026 through 23 June 2026.

Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of June 23, 2026. The upcoming billing amount for books 1&2 is \$90,811.25. During the previous period we received 0 new service applications and have added 2 new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of June 23, 2026	
Account	Balance
Business Checking	\$ 32,350.92
Deposit Sweep Account	\$ 1,262,363.79
Liquidity Total	\$ 1,294,714.71
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 21,205.82
Land Acquisition Fund	\$ 2,623.19
Capital Reserve ("PUC Account")	\$ 762,028.05
Capital Reinvestment Fund	\$ 154,571.42
Mt Dora Easement Escrow	\$ 5,000.58
Southport Sinking Fund	\$ 94,374.74
EBB Upgrade 91-20	\$ 64,942.64
EPA Grant	\$ 104.47
Bank of Maine Unemployment CD	\$ 17,417.97
Designated Fund Total	\$ 1,122,268.88
TOTAL CASH RESERVES	\$ 2,416,983.59

- a. **Budget performance report-** The AM provided details on this report.

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

Natural Resources Program Manager
Updates June 23, 2026

- *Content in italics reflects recent changes and/or current efforts on ongoing projects*
- **Clean Drinking Water Initiative (BR CDWI)**
 - *YMCA Summer Camps—planning some water quality activities during 2-3 of camp sessions. Will divide between myself and intern*
 - *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**
 - *Will be contacting ME DOT regarding Barbers Island Road section that has significant erosion and loose sediment along Knickerbocker Lake Access entrance.*
- **Adams Pond NPS concerns**
 - *Contacted Aaron from Dirigo, engineer for buffer/road project. He believes buffer overall is working. It will take time for plants to establish which will improve diversion and infiltration.*
 - *Spoke with Alex Wong regarding a call into ME DEP about the road and buffer. Addie Halligan will be on site Thursday, June 25 to troubleshoot mitigation options.*
- **Bigelow Labs**
 - *Soil samples to one foot depth taken June 2 at fire station. They will process soon and report data*
 - *First HABS samples taken and sent to lab June 17*
 - *Host site for 2 BR CDWI films*
 - *August 18: Brave Blue World*
 - *September 22: Our Blue World: A Water Odyssey*
- **Water Quality Testing**
 - *Aaron and I did first round of testing on June 17, including HABS*
- **Outreach**
 - *Planning an outreach event for the Conservation Landscape Certification program for summer/early fall—August with Boothbay Region Land Trust*
- **Trainings**
- **Land Acquisition/Conservation Easements**
 - *Spoke with Thomas Berry's lawyer to let her know we are not interested in the offer they sent.*
 - *Reached out to Bailey Charron and the land trust to coordinate efforts with Adams Pond landowner. I haven't heard back from her yet.*
- **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*
 - *Site visit with MCC crew leader on June 17. All work locations as well as campsite were visited for familiarity. Maine Conservation Corps is coming first week of July. Focus on*

invasive species removal in two watersheds. One day of buffer planting and repair planned to break up the invasives work.

- *ME DEP staff from water bureau will be visiting in the next week or two. Goal to review Knickerbocker, plant, stream and culverts, etc. in person before submitting final report response. Date TBD*

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** – No change in status.

4. **TREATMENT DIVISION (TD)**- The TD has been business as usual. Over the weekend there was a chlorine leak that caused the TD to empty the clearwell until the free chlorine residual was back where it needed to be before going to the system.

a. **Chemical Dosing & Water Usage**

- Finish water flow averages this past week is 0.7254 MGD. Last year the flow average was 0.7543 MGD.
- The current alum dose is 10.7 Mg/l. Last year it was 17.1 Mg/l.
- The current caustic dose is 4.5 Mg/l. Last year it was 11.3 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 in a D-0 drought (Abnormally Dry) status as of June 16, 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)** – The following report was prepared by the DD foreman.
- **Joppa Road Project**
 - The E.M. Wood crew continues to make steady progress converting seasonal services to year-round services on Joppa Road.
 - **Lead Service Inventory Program**
 - Lead service inventory work has begun on Campbell Street in Boothbay Harbor. Additional inventory work will be completed along Route 27 in conjunction with the upcoming sidewalk project. Approximately five services will need to be relocated roughly 10 feet to prevent them from being located within the footprint of the new sidewalk.
 - **Backflow Prevention Program**
 - June testing is nearly complete. A small number of tests remain outstanding due to access and scheduling constraints.
 - **Meter Reading**
 - Monthly meter readings have been completed.
 - **Repairs**
 - During this reporting period, crews completed a valve replacement on McClintock Street, repaired a leak on Heron Cove Road, and addressed several leaks on the seasonal main system.
 - **Sunset Road Water Main Extension**
 - A 400-foot water main extension on Sunset Road has been completed.
 - **Estimates**
 - All estimates are current and up to date.
 - **Wiscasset Road Sidewalk Project**
 - The Maine Department of Transportation (DOT) is planning a sidewalk project along Wiscasset Road that is expected to go out to bid in July and is currently scheduled to begin in October. This project will require the relocation of approximately five water services prior to construction. Efforts are underway to complete this work as early as possible.
 - Initial field investigations focused on identifying services that would not require relocation but still needed to be inventoried as part of the Lead Service Inventory Program. These were primarily services located on Hackmatack Road. During this work, two previously undocumented curb stops were discovered and have since been added to the GIS system. The remaining five services requiring relocation and inventory work are still pending.
 - **Southport Project**
 - This project has presented several challenges, including delays associated with blasting operations, material ordering issues, and equipment problems with the fusion machine. Despite these setbacks, steady progress continues to be made.
 - Blasting operations have progressed beyond Christmas Cove Road, and Hagar Enterprises has installed approximately 800 feet of water main. Saddles and corporation valves are being installed as the main is laid, with service connections to be completed at a later date.
 - Traffic control has been one of the more significant challenges on the project. Due to extended wait times at the temporary traffic signals, some motorists have attempted to bypass the system. To help manage these situations, Hagar has maintained multiple access points within the work zone to allow vehicles to safely enter when necessary.
 - Project inspector Allen Knowles of Dirigo Engineering has expressed satisfaction with the contractor's workmanship and attention to proper pipe handling and installation practices. Now that construction activities have established a consistent rhythm, production has increased to approximately 160 feet of main installation per day.
 - **Adams Pond Road Relocation Project**
 - Several remaining and newly identified issues are being addressed on the Adams Pond Road Relocation Project. An additional 20 feet of the former roadway on the south end of the project was removed and stabilized with Erosion Control Mulch (ECM).

- Additional work will include the installation of a culvert across Genie Hamerin's driveway, along with other drainage improvements intended to enhance stormwater management throughout the project area.

Respectfully submitted,
Dale Harmon
June 23, 2026

6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **FILTER WASTE RECYCLING PROJECT** – No change in status other than Dirigo is working on acquiring a development permit for this project.
8. **LEAD SERVICE LINE INVENTORY** – The DD is actively working on completing this.
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. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. –I will keep the board updated on progress and relay information from construction meetings throughout the duration of this project.
12. **FY27 CDS REQUEST**- No change in status.
13. **CAPITAL IMPROVEMENT PROJECTS**- We have received a quote for \$106,280 to replace approximately 400' of AC pipe on Fullerton Street. This Price does not include disposal of the existing pipe, pavement replacement or ledge removal if needed.
14. The meeting was adjourned at 1910 hr.
Trustee Climo motioned, Trustee Lorrain second Yea: unanimous.

END OF MINUTES

PAGE INTENTIONALLY LEFT BLANK