

23 June 2026

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 09 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); Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Stover, Boothbay

1. The board approved the minutes of 26 May 2026.
*Trustee Climo motioned, Trustee Lorrain second, **Yea:** Trustees Gamage, Tibbetts **Abstain:** Trustee Anthony, **Nea:** None*
2. The board approved payroll for 26 May 2026 and 02 June 2026
Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.
3. The board approved transactions for 27 May 2026 through 09 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 09, 2026. We are in the process of reading books 1&2 and totals will be reported in the next meeting. During the previous period we received 2 new service applications and have added 5 new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of June 09, 2026	
Account	Balance
Business Checking	\$ 37,862.35
Deposit Sweep Account	\$ 1,344,965.09
Liquidity Total	\$ 1,382,827.44
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	\$ 4,987.51
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	\$ 1,122,255.81
TOTAL CASH RESERVES	\$ 2,505,083.25

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

Natural Resources Program Manager
Updates June 09, 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**
 - *Site visit with Boothbay CEO. Modified landscape plan to reduce shoreline impact*
 - *Will be contacting ME DOT regarding Barters Island Road section that has significant erosion and loose sediment along Knickerbocker Lake Access entrance.*
- **Adams Pond NPS concerns**
 - *Route 27 shoulders continue to be inadequately addressed by ME DOT. I will continue to reach out to the appropriate contacts to get appropriate measures in place. Erosion control mulch or jute mats would be preferred over the seeding and haying or hydroseeding based on slope, wind and proximity to drinking water supply.*
 - *Responded to Facebook post regarding concerns about pond.*
 - *Contacted Aaron from Dirigo, engineer for buffer/road project. I would like him to weigh in on options to address excess pooling in parts of the buffer. He will be in area in next week or two and be in touch with suggestions*
 - *Spoke with Alex Wong regarding a call into ME DEP about the road and buffer.*
- **Bigelow Labs**
 - *Meeting with team June 2 to review 2025 data and plan for remainder of 2026 field season including plan for firehouse pfas testing and remediation plan*
 - *First soil samples taken June 4*
 - *Andrew Carpenter Soil Scientist from Northern Tilt joined to share his extensive experience testing soils for pfas throughout Maine*
 - *Working on options for remediation*
 - *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 June due to the flushing and other work.*
- **Outreach**
 - *Conservation Landscape Certification program partner page live on our website*
 - *Planning an outreach event for the Conservation Landscape Certification program for summer/early fall—August with Boothbay Region Land Trust*
- **Trainings**
 - *Annual Maine Lakes Conference on Friday, June 12 in Orono. Focus on climate change effects on lakes*
- **Land Acquisition/Conservation Easements**
 - *Coordinating new landowner outreach letter and materials with BR CDWI members for spring mailing and summer/fall acquisition efforts—draft completed. Awaiting final copy*

from committee member. Will split list of landowners for mailing amongst BR CDWI and BRWD

- *Working the BR CDWI with Adams Pond landowner who is interested in selling some property to the water district. Meeting with landowner late May to discuss next steps*
- *Notified dentist with property on Route 27 that we are interested but pursuing additional properties at this time and will be in touch once we have concrete offers and prioritize funding*

- **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
- Maine Conservation Corps is coming first week of July. Focus on invasive species removal in two watersheds.

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 as well working closely with the DD in the ongoing system flushing.

a. **Chemical Dosing & Water Usage**

- Finish water flow averages this past week is 0.5944 MGD. Last year the flow average was 0.6327 MGD.
- The current alum dose is 9.4 Mg/l. Last year it was 14.9 Mg/l.
- The current caustic dose is 4.5 Mg/l. Last year it was 6.1 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 still in a D-0 drought (Abnormally Dry) status as of June 2, 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.
 - **Distribution System Flushing Program**
 - The month of May was dedicated to flushing the year-round distribution system. To facilitate this work, Gage Seavey and I worked an 8:00 PM to 4:00 AM schedule throughout the project.
 - The flushing program provided significant benefits to overall water quality and system maintenance. Approximately 4 million gallons of water were moved through the distribution system during the flushing program, resulting in significant improvements to water quality throughout the year-round system. As expected, the process also presented challenges. Flushing activities caused erosion and roadway impacts in several locations, which required follow-up cleanup and restoration efforts by Shawn and the day shift crew. While every effort was made to minimize impacts, some are unavoidable due to the volumes of water required and local site conditions.
 - The project provided valuable operational insight, and I believe a portion of future flushing activities can be transitioned to daytime operations. Our long-term objective is to perform as much flushing as possible during normal working hours while maintaining system reliability and minimizing customer impacts. The next several years will help determine the extent to which this can be achieved.
 - **Lead Service Inventory Program**
 - We anticipate assigning a crew to resume work on the Lead Service Inventory Program within the next one to two weeks.
 - **Meadow Cove Project**
 - All work associated with the Meadow Cove Road project has been completed. The new water main has been installed, restoration work is complete, and final paving has been finished.
 - **Backflow Prevention Program**
 - We have only a small number of May backflow prevention device tests remaining. Delays have primarily been due to scheduling conflicts and access limitations at certain locations.
 - June testing is also underway and progressing well. Historically, May and June represent two of our busiest months for backflow testing.
 - **Meter Reading**
 - Monthly meter readings have been completed.
 - **Fullerton Street West Water Main Replacement**
 - We have decided to move forward with replacing the water main on the western portion of Fullerton Street. The existing 6-inch asbestos cement (A.C.) water main will be replaced with approximately 400 feet of 8-inch HDPE water main.
 - The new main will connect to the existing 8-inch gate valve on West Street and extend uphill to Tupper Road. I am currently preparing bid documents for contractors, including project scope, estimated quantities, service connections, and the respective responsibilities of the contractor and the Water District.
 - **Sunset Road Water Main Extension**
 - We completed a 400-foot water main extension on Sunset Road. A customer funded the installation of a 2-inch HDPE main extension, and the District funded the additional cost to upgrade the line to a 4-inch HDPE main.
 - This upgrade provides a more efficient and practical distribution main for future system needs.
 - **Estimates**

- I have spent additional time in the office working to stay current with project estimates and customer requests. As expected, activity has increased significantly with the arrival of the construction season.
- **Southport Project**
- Hagar Enterprises has mobilized on the Southport project and has begun blasting operations and installation of the water main.
- On Friday, it was discovered that the service saddles delivered for the 16-inch IPS pipe were incorrect. The saddles provided were manufactured for DIPS pipe and are not compatible with the installed main. At this time, it is unclear whether the error originated during ordering or delivery. Fortunately, the District had seven compatible saddles in stock, allowing the contractor to complete the chlorination service connection and continue limited progress.
- Replacement materials will be required before service installations can proceed as planned. Depending on delivery timelines, this issue may result in project delays.

Respectfully submitted,

Dale Harmon

6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **FILTER WASTE RECYCLING PROJECT** – Dirigo is shooting for the 15 of July to go out to bid on this project.
8. **LEAD SERVICE LINE INVENTORY** – The DD will be dedicating a crew to work on this as much as possible until complete.
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**- I spoke with E.M. Wood yesterday, and they will have a quote for the Fullerton Rd. main replacement next week.
14. The meeting was adjourned at 1840 hr.
Trustee Climo motioned, Trustee Tharpe second Yea: unanimous.

END OF MINUTES

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