

24 March 2026

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 10 MARCH 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); Trustee Lorrain; Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM)
Absent: None

1. The board approved the minutes of 24 February 2026.
Trustee Climo motioned, Trustee Tharpe second, Yea: Trustees Stover, Gamage, Tibbetts, Anthony, Abstain: Trustee Lorrain Nea: None
2. The board approved payroll for 24 February 2026 and 03 March 2026.
Trustee Climo motioned, Trustee Tharpe second, Yea: unanimous.
3. The board approved transactions for 25 February 2026 through 10 March 2026.
Trustee Climo motioned, Trustee Tharpe second, Yea: unanimous.
4. The board and Manager observed the death of former trustee Louis Curis with a moment of silence to pay their respects for the time, dedication and care he gave to the Boothbay Region Water District.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of March 10, 2026. In the process of reading books 1+2, billing amounts will be reported during the next trustee meeting. During the previous period we received 0 new service applications and have added 0 new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of January 27, 2026	
Account	Balance
Business Checking	\$ 34,968.04
Deposit Sweep Account	\$ 734,870.09
Liquidity Total	\$ 769,838.13
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 21,056.14
Land Acquisition Fund	\$ 2,604.68
Capital Reserve ("PUC Account")	\$ 756,762.44
Capital Reinvestment Fund	\$ 153,480.37
Mt Dora Easement Escrow	\$ 4,953.40
Southport Sinking Fund	\$ 93,722.61
EBB Upgrade 91-20	\$ 64,484.24
EPA Grant	\$ 103.73
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 1,114,568.17
TOTAL CASH RESERVES	\$ 1,884,406.30

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

Natural Resources Program Manager
Updates March 10, 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. 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 visit
 - *Site visit scheduled for March 13*
- **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.
 - *Selected Michael Leighton for the old intake road project. We will meet on site with both his and BRWD crew sometime late March or early April to review scope of work*
- **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—*Draft of page layout done by web designer and approved by me. Waiting for full webpage review*
 - 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—*presentation finished*

- **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.*
 - *Contacted Shore Hills Campground for tent sites*
 - 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)—*Payment received!*
 - 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. (estimate request around \$50-70,000)

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 April 6th

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 0.2581 MGD. Last year the flow average was 0.3541 MGD.
- The current alum dose is 8.6 Mg/l. Last year it was 11.5 Mg/l.
- The current caustic dose is 7.4 Mg/l. Last year it was 6.4 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 March 3, 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-

- **Report: February 24 – March 10, 2026**
- **Joppa Road Project:**
Currently on hold until seasonal services can be reconnected and year-round services installed. With the recent snow melt, we are hopeful work can resume soon; however, progress will depend primarily on frost conditions in the ground.
- **Lead Inventory Program:**
Currently on hold.
- **Main Breaks:**
None reported.
- **Meadow Cove Project:**
Currently on hold.
- **March Backflow Devices:**
Devices have either been tested or are scheduled for testing.
- **Meter Reading:**
Monthly meter readings have been completed.
- **Hydrant Inspections:**
Hydrants have been inspected once since the previous report. No frozen hydrants were identified.
- **Old Garage Removal:**
An old storage building located at the former pump station had been used for miscellaneous storage for many years. In preparation for upcoming improvement work at the site, the structure needed to be removed. To reduce costs, the district elected to perform the work in-house. Using the Town of Boothbay's excavator, the building was demolished on Thursday, March 5. The structure was removed in one day, and the concrete foundation and slab were removed the following day. I would like to extend a thank-you to Mike Alley for the use of the excavator. Cooperative efforts with neighboring municipalities are an effective way to reduce costs.
- **Seasonal Repairs:**
As snow melt continues, we will begin identifying and repairing damage to seasonal infrastructure. Several issues have already been identified, and additional repairs are expected as access improves. Repairs will be completed as conditions allow.
- **Estimates:**
Spring typically brings an increase in applications for new service connections. Processing these requests will be a priority in the coming weeks.

Dale Harmon
March 10, 2026

6. **5 RIVERS REGIONAL WATER COUNCIL** – Next meeting will be on March 19th.
7. **FILTER WASTE RECYCLING PROJECT** – 90% plans and specifications along with the DWP checklist are currently being reviewed by 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** – Currently still looking for funding to move forward with this project, they are currently looking to apply for CDS funding to pay for the remaining funds needed for the project.
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.** – Currently waiting to hear from Hagar or Dirigo to schedule a meeting before the project starts. I talked with EJP and they have already ordered most materials that will be needed for this project.
13. The meeting was adjourned at 1837 hr.
Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

END OF MINUTES

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