

14 April 2026

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 24 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 10 March 2026.

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

2. The board approved payroll for 10 March 2026 and 17 March 2026.

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

3. The board approved transactions for 11 March 2026 through 24 March 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 March 24, 2026. The billing amount for books 1+2 for April 1st is \$78,969.59. During the previous period we received 1 new service application and have added 1 new account to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of March 24, 2026	
Account	Balance
Business Checking	\$ 29,384.54
Deposit Sweep Account	\$ 605,494.27
Liquidity Total	\$ 634,878.81
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	\$ 4,964.15
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	\$ 1,114,578.92
TOTAL CASH RESERVES	\$ 1,749,457.73

- a. **Budget Performance Report-** The AM provided the details of this report.

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

Natural Resources Program Manager
Updates March 24, 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 has been no safety violations during the previous period.

a) **Human Resources (HR)** – No change in status.

b) **Training Update** – Tyler Campbell and Cody Brown will be going to take their tests for Distribution class III tomorrow. The GM will be attending classes through New England Water Works Association from March 29- April 2.

4. **TREATMENT DIVISION (TD)**- The TD has been business as usual with compliance sampling and plant maintenance, they also replaced a hot water heater in the distribution garage due to failure. Today the new wastewater pump will be installed. Over the couple weeks we will be having a new raw water NTU analyzer installed to replace a failed unit, a new PAX mixer installed in Pinkham Tank to replace the failed unit, and replacing the VFD for finished water pump #1 due to the current unit likely failing from power outages or surges caused by winter weather.

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

- Finish water flow averages this past week is 0.2516 MGD. Last year the flow average was 0.2755 MGD.
- The current alum dose is 10.0 Mg/l. Last year it was 14.6 Mg/l.
- The current caustic dose is 8.6 Mg/l. Last year it was 8.2 Mg/l.
- The filter run time is at 80%. Last year the run time was at 70%.
- The clarifier run time is 100%. 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 17, 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: March 10– March 24, 2026

- **Joppa Road Project:** Waiting on E.M. Wood to mobilize, we are however tying the seasonal 2” main back together and removing the existing saddle for Joppa on Hendricks Hill Rd. But services will have to wait for Wood.
- **Lead Inventory Program:**
Currently on hold.
- **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.
- **Fullerton Street East & West Replacement:** We have decided on replacement of water main on Fullerton St, it will be two stage projects. First, we will replace the west side of Fullerton which is currently 6” AC pipe (Asbestos Cement) There is an 8” main gate on West St we will tie on to, and we will continue up the hill to Tupper Rd. Roughly 400’ This would be replaced with 8” HDPE. Then we would mobilize to the east side of Fullerton St to replace the current 4” C.I. (Cast Iron), Both projects would need temporary water and traffic control. The east side will be much more intrusive due to more residence in the area and narrow roads. Currently I’m trying to put together packages for contractors to bid on. Scope of work, linear feet of pipe, number of services, responsibilities of contractor and us, etc...
- **Seasonal Repairs:**
Weather permitting the crew has been making repairs on the seasonal system, we have found a lot and are expecting to find more. But headway has been made in the right direction. It’s not just repairs when preparing for turn on, it’s also making sure we have all the parts, fittings, repair bands, pipe, chemicals, tools, etc... So, I have been doing a bit of ordering as well to stay on top of it.
- **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 24, 2026

6. **5 RIVERS REGIONAL WATER COUNCIL** – There was discussion about holding a Trustee Training class in the future, the GM will keep everyone that is interested informed on the status of this discussion.
7. **FILTER WASTE RECYCLING PROJECT** – Will be having a meeting next week with Dirigo Engineering to finalize the plans for this project.
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** – CMBG has applied for CDS funding to assist with the cost of this 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**. – Waiting for updates from either Seth Hagar or Dirigo about the status of this project.
13. **FY27 CDS REQUEST**- Last week the GM submitted a request application for CDS funding to replace approximately 9500' of 8" cast iron that was installed in 1960 with 16" HDPE. If funded this would replace the #1 item on our capital improvement plan going from the entrance of Bigelow Labs to just south of Lukes boatyard in East Boothbay.
14. **CIP**- Waiting for quotes to replace water main on Fullerton St. in BBH. This would replace 6" AC pipe/ 4" cast iron with 8" HDPE.
15. The meeting was adjourned at 1837 hr.
Trustee Climo motioned, Trustee Anthony second Yea: unanimous.

END OF MINUTES

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