

26 May 2026

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 12 MAY 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; Trustee Tibbetts, Boothbay Harbor (Treasurer); Trustee Lorrain; Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Tharpe, At-Large

1. The board approved the minutes of 28 April 2026.

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

2. The board approved payroll for 28 April 2026 and 05 May 2026

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

3. The board approved transactions for 29 April 2026 through 12 May 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 May 12, 2026. We are in the process of reading books 5+6 and totals will be reported next meeting. During the previous period we received 5 new service applications and have added 4 new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of May 12, 2026	
Account	Balance
Business Checking	\$ 67,900.86
Deposit Sweep Account	\$ 894,223.91
Liquidity Total	\$ 962,124.77
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 21,155.27
Land Acquisition Fund	\$ 2,616.94
Capital Reserve ("PUC Account")	\$ 760,328.71
Capital Reinvestment Fund	\$ 154,202.97
Mt Dora Easement Escrow	\$ 4,976.39
Southport Sinking Fund	\$ 94,164.28
EBB Upgrade 91-20	\$ 64,787.84
EPA Grant	\$ 104.22
Bank of Maine Unemployment CD	\$ 17,417.97
Designated Fund Total	\$ 1,119,754.59
TOTAL CASH RESERVES	\$ 2,081,879.36

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

Natural Resources Program Manager
Updates May 12, 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.
 - Forest to Faucets Program
 - May 19: ME DEP: Maine Lakes Scorecards--Speaker: Jeremy Deeds, Maine DEP
 - 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**
 - *Landowner requested use of pesticide on property to treat carpenter ants. They contacted Town of Boothbay CEO as well. Product has low water solubility. Granted permission to use.*
- **Adams Pond NPS concerns**
 - *Met with Michael Leighton to review scope of work and timeline for the road update for the old intake access. August/September timeline.*
 - *Making adjustments to the Adams Pond buffer to address immediate needs and plan for more permanent solutions once weather improves and soils dry out enough to do 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**
 - Starts in May
- **Outreach**
 - *Draft webpage update completed by Digital Canvas with Knox-Lincoln Soil & Water Conservation District added to the partner page—waiting for partner feedback before publishing*
 - *Planning an outreach event for the Conservation Landscape Certification program for summer/early fall*
- **Trainings**
- **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. Adding graphics for final copy*
 - *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*
***BRWD Trustees please weigh in on the deposit and allocation of funds should this proceed to a purchase and sale agreement*
- **Other**
 - *Picked up additional plants for Adams Pond buffer and other projects in the watershed. Planted in temporary berms at old intake site*
 - 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
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** – The AM attended a HR conference last week.
4. **TREATMENT DIVISION (TD)**- The TD has been business as usual as well as dealing with a few extra call outs caused by the ongoing flushing program.
- a. **Chemical Dosing & Water Usage**
- Finish water flow averages this past week is 0.5519 MGD. Last year the flow average was 0.4123 MGD.
 - The current alum dose is 12.7 Mg/l. Last year it was 10.2 Mg/l.
 - The current caustic dose is 4.0 Mg/l. Last year it was 4.9 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 has been downgraded to a D-1 drought (Moderate Drought) status as of May 5, 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)** – On top of everyday operations, The DD started a hydrant flushing program last week and has had two employees working a night shift to help deal with traffic and minimize town usage during the flushing which should lower the amount of water complaints. This process has also caused an extra amount of work that the crew must deal with daily. They are also currently finishing reading water meters and testing backflow devices for the month.
6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
7. **FILTER WASTE RECYCLING PROJECT** – We should have a date within the next couple of week on when we can expect to move forward with this project.
8. **LEAD SERVICE LINE INVENTORY** – Progress is being made when time allows.
9. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
10. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No Change in Status. This month's meeting with CMBG and involved parties was cancelled due to no new updates.

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-** The requested FY27 Congressionally Directed Spending (CDS) project was submitted and advanced by Senator King to the Senate Appropriations Committee under the Interior, Environment, and Related Agencies Subcommittee. This is the first milestone in the FY27 CDS process. Next, the Senate Appropriations Committee will work to craft the FY27 Appropriations bill text anticipated by early to mid-summer, at which point we will expect to hear which CDS project requests are included in the draft bill.
13. **CAPITAL IMPROVEMENT PROJECTS-** We are still waiting for quotes on this.
14. The meeting was adjourned at 1853 hr.
Trustee Climo motioned, Trustee Lorrain second Yea: unanimous.

END OF MINUTES

PAGE INTENTIONALLY LEFT BLANK