

09 June 2026

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 26 MAY 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 Stover, Boothbay; Trustee Tibbetts, Boothbay Harbor; Trustee Lorrain, Boothbay Harbor; Weston Alley, General Manager (GM); Marcia Wilson, Administrative Manager (AM) **Absent:** Trustee Anthony, Boothbay (Clerk)

1. The board approved the minutes of 12 May 2026.
*Trustee Climo motioned, Trustee Lorrain second, **Yea:** Trustees Gamage, Tibbetts **Abstain:** Trustee Tharpe, **Nea:** None*
2. The board approved payroll for 12 May 2026 and 19 May 2026
Trustee Climo motioned, Trustee Lorrain second, Yea: unanimous.
3. The board approved transactions for 13 May 2026 through 26 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 26, 2026. The billing total for books 5 and 6 is \$60,708.58. During the previous period we received 0 new service applications and have added 1 new account to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of May 26, 2026	
Account	Balance
Business Checking	\$ 38,203.30
Deposit Sweep Account	\$ 1,260,544.70
Liquidity Total	\$ 1,298,748.00
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 21,155.27
Land Acquisition Fund	\$ 2,616.94
Capital Reserve ("PUC Account")	\$ 762,028.05
Capital Reinvestment Fund	\$ 154,202.97
Mt Dora Easement Escrow	\$ 4,987.51
Southport Sinking Fund	\$ 94,374.74
EBB Upgrade 91-20	\$ 64,787.84
EPA Grant	\$ 104.22
Bank of Maine Unemployment CD	\$ 17,417.97
Designated Fund Total	\$ 1,121,675.51
TOTAL CASH RESERVES	\$ 2,420,423.51

- a. **Budget Performance Report-** The AM will provide details on this report.

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

Natural Resources Program Manager
Updates May 26, 2026

- *Content in italics reflects recent changes and/or current efforts on ongoing projects*
- **Clean Drinking Water Initiative (BR CDWI)**
 - Forest to Faucets Program
 - May 19: ME DEP: Maine Lakes Scorecards--Speaker: Jeremy Deeds, Maine DEP—excellent presentation
 - *This will be the last of the speaker series for the foreseeable future. The attendance was low for both dates. Committee will discuss options for future outreach events*
 - 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**
 - *Reviewed plan for Town of Boothbay CEO to ensure site sensitivity. Addressed concerns regarding tree removal in buffer, otherwise plan was sound.*
 - *Will be contacting ME DOT regarding Bartons 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.*
- **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*
 - 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. Will go live after a couple of edits.*
 - *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*

- *Received a letter from Thomas Berry's lawyer regarding offer of sale of 15 acres of backland (no access). Not great terms and far less acreage than BRWD would ideally purchase of the total 49 acres. Working on response for review by GM and Trustees*
 - **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
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 0.6890 MGD. Last year the flow average was 0.5614 MGD.
 - The current alum dose is 12.4 Mg/l. Last year it was 13.4 Mg/l.
 - The current caustic dose is 5.4 Mg/l. Last year it was 4.6 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-0 drought (Abnormally Dry) status as of May 19, 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 has finished installation of a seasonal main extension on Meadow Cove Road. On top of this they have been chasing washouts caused by the ongoing flushing program. This past week there has been a large amount of call outs in the distribution system which is normal for this time of year.
 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 weeks 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.
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-** Still waiting for quotes on this.
14. The meeting was adjourned at 1845 hr.
Trustee Climo motioned, Trustee Lorrain second Yea: unanimous.

END OF MINUTES

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