

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
January 11, 2010

President Rossignol called the Meeting to order. Roll call was taken. Others present were Vice President Moll, Trustees Hutchinson, Kay and Philippon; General Manager Frasier, Finance Director Knowles, District Engineer Douglas and Operations Manager Alexander.

ABSENT: Trustee Lawler and Treasurer Woollacott were absent.

GUESTS: None

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on December 14, 2009. A motion was made by Vice President Moll and seconded by Trustee Philippon to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

CORRESPONDENCE: None

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports ending December 31, 2009.

ENGINEERING REPORT:

GIS Update

District Engineer Douglas reported that 40% of the customer services have been mapped in the GIS system. Fire flow test records from the historical fire flow test data base and recent fire flow test data has been entered in the GIS system. Fire flows will now be entered on the laptops in the field and uploaded directly to the District's database. This will assist with providing information to the Insurance Services Office (ISO) and private companies seeking to size fire services and hydraulic model calibration.

Disinfection By-Product Piloting

Steady progress has been made with the piloting and over the next couple of weeks the District will have a finalized design for piloting in filter #3. These efforts will be coordinated with the retrofitting of the filter meters by T-Buck Construction.

ENGINEERING REPORT (continued):

Bath Road Reconstruction

District Engineer Douglas reported on the progress of the Bath Road Reconstruction. Plans are expected from Gorrill-Palmer Consulting Engineers during the week with bid documents being sent out by the end of the month.

American Recovery and Reinvestment Act Project-Jackson Station TOC Removal

District Engineer Douglas reported that the first progress meeting with T-Buck Construction will be held this month. T-Buck has progressed with the Jackson Station chemical room retrofit. The containment walls have been completed. Work on the fill, injection and vent piping is in progress. The chemical storage tanks are expected to arrive later in the week.

Brunswick ISO Public Protection Classification

District Engineer Douglas reported that the District is working with the Brunswick Fire Department for the ISO grading of the Brunswick Public Protection Classification. The process began with a revised and lengthy initial data request and will be progressing to the interview phase tentatively scheduled for late February.

Energy and Efficiency Audit

District Engineer Douglas reported that the District has begun compiling data to perform an energy and efficiency audit of the stations and operations. The goal of the energy and efficiency audit will be to identify cost savings and efficiencies with payback periods to see if there are any opportunities to invest or make changes in the operations that would provide additional cost savings to the District. This audit will include HVAC, pumping efficiencies, electrical costs, customer meter efficiencies and overall station efficiencies (dollar per gallons pumped).

GENERAL MANAGER'S REPORT:

Union Negotiations

General Manager Frasier reported that the second bargaining session was held on January 5, 2010. Future meeting will be held on January 27th and the following week.

GENERAL MANAGER'S REPORT (continued):

Chemical Bids

General Manager Frasier reported that the District has participated in a group bid process for chemicals conducted by the Southern Maine Regional Water Council for several years. Bids for the 2010 year were received and approved by SMRWC in December 2009. The District has notified SMRWC that the District will accept the suppliers and bids received with a savings to the District of approximately \$16,000 or 33% this year.

Maine Water Utilities 84th Annual February Meeting and Trade Show

General Manager Frasier reminded the Board of the Annual Maine Water Utilities February Meeting and Trade show to be held on February 8 and 9, 2010.

ACTION ITEMS:

10-01 Health Insurance

General Manager Frasier reported on the proposed change to the District health insurance plan. After discussion of the plan, a motion was made by Trustee Kay and seconded by Trustee Hutchinson to adopt the Maine Municipal Employees Health Trust PPO Value Plan as the base plan for all employees. There was a unanimous vote in favor of the motion.

10-02 Cell Phone Data Plans

General Manager Frasier reported on a request to add two data accounts to the District cell phones. Due to the General Manager and the District Engineer spending more time away from the office, the need to be able to communicate more readily beyond voice, such as text messaging, email and web access is being requested. After discussion a motion was made by Trustee Kay and seconded by Trustee Hutchinson to authorize two new data accounts. There was a unanimous vote in favor of the motion.

10-03 Maine WARN

General Manager Frasier reported on WARN – Maine Water/Wastewater Agency Response Network. After discussion on the program, a motion was made by Trustee Hutchinson and seconded by Trustee Philippon to authorize the District to enter into an agreement with WARN to become a member. There was a unanimous vote in favor of the motion.

Minutes of Regular Meeting
January 11, 2009
Page 4

SECOND INVITATION FOR PUBLIC COMMENT: None

NEXT MEETING:

The next meeting will be held on February 8, 2010 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Trustee Hutchinson and seconded by Trustee Philippon to adjourn. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt
Recording Secretary