

BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING

January 10, 2011

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

ABSENT: Vice President Moll and Treasurer Woollacott were absent.

AGENDA ADDITIONS: 11-05 Line of Credit Renewal  
Adjourn to Executive Session

MINUTES:

The Board reviewed the Minutes of the Meeting held on December 13, 2010. A motion was made by Trustee Hutchinson and seconded by Trustee Lawler to approve 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 reported that the Financial Reports will not be available due to year-end closing and adjustments. The reports will be submitted at the February Board Meeting.

ENGINEERING REPORT:

*GIS Update*

District Engineer Douglas reported that progress on digitizing the customer records is on hold until this upcoming summer. The Engineering Department is focusing on the development of plans and specification for the upcoming construction season.

*Pratt & Sons on Bath Road*

District Engineer Douglas reported that Pratt & Sons have waived their claim for additional compensation for excessive groundwater if they receive \$4,800.00 for the additional stone used when installing the water main on Bath Road, Brunswick. The District will consider their claim for compensation when it is presented in written form.

ENGINEERING REPORT (continued):

*Upcoming Water Main Projects*

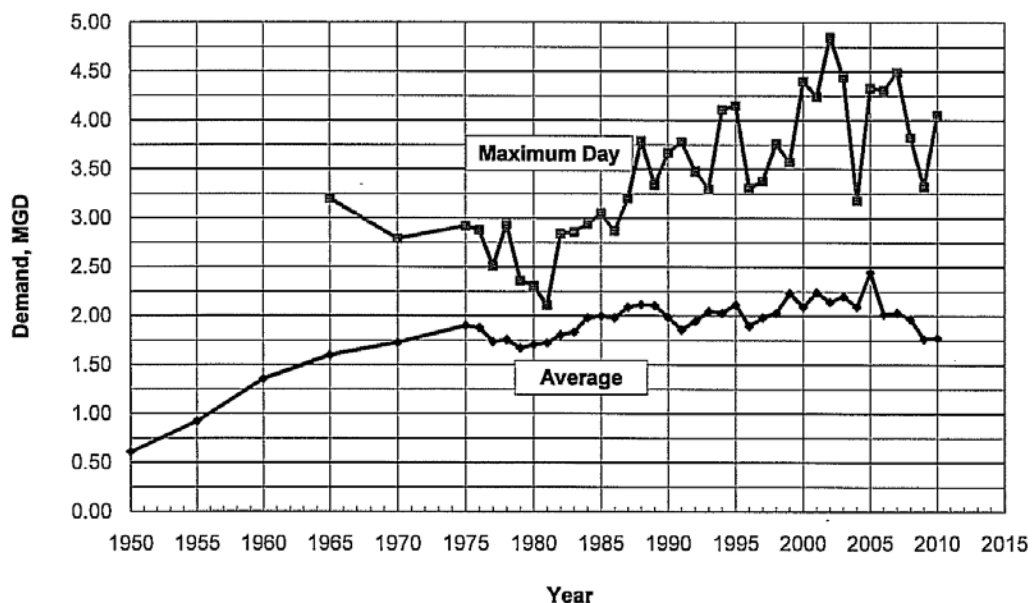
District Engineer Douglas reported that the Engineering Department is preparing plans and specification in-house for the following water main projects to be completed by the end of 2012. The Brunswick street locations are: Pleasant, Union, Cleaveland/Maine, Green/Federal, Lincoln, Summer, Mill (Pleasant to the Black Bridge) and Stanwood Streets. The future work will be coordinated with the Town of Brunswick and the Brunswick Sewer District.

GENERAL MANAGER'S REPORT:

*Water Production*

General Manager Frasier gave a Historical Demand Report on the Brunswick and Topsham Water District Water Production. The decline in the demand is primarily due to increased penetration of water efficient appliances, although conservation practices by consumers have also had an effect. Short term variations in per capita use are influenced by water and sewer cost increases and the weather. The closure of Naval Air Station Brunswick has also impacted the demand. The graph below shows the total production from 1950 to present. The average daily demand for 2010 was 1.78 million gallons per day.

Historical Demand



ACTION ITEM:

11-01 Capital Budget Additions

General Manager Frasier reported on two additional 2011 Capital Budget Items that were not presented at the 2010 December Board of Trustees Meeting.

- Replace approximately 1,200 feet of water main on Cleaveland and Maine Street, Brunswick in the vicinity of the Congregational Church at an estimated cost of \$240,000. This replacement is due to the Town of Brunswick's Planned Road Improvement Project.
- Federal Communications Commission mandated conversion of the radios to narrowband. To comply with the conversion the replacement of the base station is necessary at an estimated cost of \$25,000.

A motion was made by Trustee Lawler and seconded by Trustee Hutchinson to approve the two additional items to the 2011 Capital Budget. There was a unanimous vote in favor of the motion.

11-02 Authorization to Bid Pleasant Street, Brunswick  
Main Replacement

District Engineer Douglas reported on the Pleasant Street, Brunswick Main Replacement Project. The District is requesting authorization to request bids to replace and upgrade 1,800 feet of water main on Pleasant Street between River Road and Church Road. The District will prepare the documents to go to bid in early February 2011 and to complete the work before the Maine Department of Transportation resurfaces US Route 1 starting in May 2011. The preliminary estimate for the Project is \$500,000. After discussion, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to proceed with the Project as identified in Item No. 11-02. There was a unanimous vote in favor of the motion.

11-03 Contract for Engineering Services

District Engineer Douglas reported on a contract with Wright-Pierce Engineering to redesign the HVAC system at the Jackson Station for a value not to exceed \$42,300 and Jackson Station structural repairs not to exceed \$7,800. The estimated cost of these respective projects is \$150,000 and \$60,000. After discussion on the contractual services, a motion was made by Trustee Kay and seconded by Trustee Hutchinson to authorize the District to enter into an agreement with Wright-Pierce to perform the services in the parameters covered in Item No. 11-03. There was a unanimous vote in favor of the motion.

ACTION ITEM:

11-04 Contract for Engineering Services

District Engineer Douglas reported on the lagoon at the Jackson Station. After discussion, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to approve the Contract for Engineering Services with Wright-Pierce Engineering to evaluate the Jackson Station lagoon for a fee not to exceed \$8,500.00. There was a unanimous vote in favor of the motion.

11-05 Line of Credit Renewal

Finance Director Knowles reviewed the line of credit of \$250,000 outstanding with Bath Savings. The line of credit for operating funds requires a yearly approval of the note. A motion was made by Trustee Lawler and seconded by Trustee Hutchinson to approve the renewal of the \$250,000 line of credit. There was a unanimous vote in favor of the motion.

SECOND INVITATION FOR PUBLIC COMMENT: None

NEXT MEETING:

The next meeting will be held on February 14, 2011 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to adjourn to Executive Session. There was a unanimous vote in favor of the motion.

A motion was made by Trustee Kay and seconded by Trustee Hutchinson to adjourn the Executive Session and return to the regular order of business. A motion to adjourn was made by Trustee Hutchinson and seconded by Trustee Kay. There was a unanimous vote in favor of the motions.

Respectfully submitted,

Nancy Bucholdt  
Recording Secretary