

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
February 8, 2010

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

GUESTS: None

AGENDA ADDITIONS:

- 10-05 Meter Reader Gun
- Executive Session to discuss legal and personnel issues

MINUTES:

The Board reviewed the Minutes of the Meeting held on January 11, 2010. A motion was made by Trustee Hutchinson and seconded by Trustee Kay 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 January 31, 2010.

ENGINEERING REPORT:

Bath Road Reconstruction

District Engineer Douglas reported that a meeting will be held on February 10, 2010 with the Town of Brunswick and Gorrill-Palmer Consulting Engineers to review comments and discuss the handling of an unbalanced bid. At the March Board of Trustees Meeting a discussion will be held on the contract with a tentative bid opening date of March 9, 2010.

American Recovery and Reinvestment Act Project - Jackson Station TOC Removal

District Engineer Douglas reported that T-Buck Construction has finished the containment area and has set the tanks. Work is progressing in the main filter room and an instrumentation meeting is scheduled during the week.

ENGINEERING REPORT (continued):

Regulatory Updates

District Engineer Douglas reported that the District has submitted monitoring locations for the Stage 2 D/DBP Rule. Once the State approves the IDSE Report the District will be required to monitor four sites for disinfection by-products. The on-going ARRA Project will address these issues and ensure that the District will be able to maintain compliance throughout the system. The District has also completed the Unregulated Contaminant Monitoring Regulation, second cycle (UCMR 2) and the samples did not detect any contaminants.

Energy and Efficiency Audit

District Engineer Douglas reported that Efficiency Maine performed a walkthrough of the Jackson Station for an energy and efficiency audit of the lighting, HVAC, insulation and fuel consumption. The final report will include information on the pay-back periods for the recommended upgrades and detail what projects will be eligible for grants or rebates.

GENERAL MANAGER'S REPORT:

Union Negotiations

General Manager Frasier reported that a tentative agreement has been reached with the Union Bargaining Unit. The Union is scheduled to ratify the contract on February 17, 2001. If approved, the contract will be presented at the March Board of Trustees Meeting.

Electricity Bids

General Manager Frasier reported that the electricity supply bids were received by Maine Power Options in January. The low bid was submitted by Constellation New Energy, the District's current supplier, and included options for one to four-year contracts. The District selected a four-year contract beginning December 1, 2010 and ending December 1, 2014. The energy charge will be \$0.0863 per kWh. The current price is \$0.0954, which represents a 9.54 per cent reduction in the electricity supply rate.

Health Insurance Update

General Manager Frasier reported that representatives from Maine Municipal Health Trust, the District insurance provider, and Group Dynamic, Inc., administrator for the Health Reimbursement Arrangement and Flexible Spending Account (FSA), met with the employees on February 2, 2010. Enrollment forms have been distributed to all employees for the health insurance and vision insurance portions of the program and information for enrollment in the FSA will be distributed next week.

ACTION ITEMS:

10-04 Endorsement of Craig Douglas for Vice-President of NEWWA

General Manager Frasier reported on the nomination of Craig Douglas, District Engineer, to the office of Vice-President for the New England Water Works Association. After discussion on the position, a motion was made by Trustee Hutchinson and seconded by Trustee Kay to approve the endorsement of Craig Douglas for the office of Vice President of the New England Water Works Association. There was a unanimous vote in favor of the motion.

10-05 Meter Reader Gun

Finance Director Knowles reported that the meter reader gun battery died. New batteries are no longer available for this gun as it is an older model that is no longer sold or supported. The District was able to obtain a used battery for the short-term, however the District will need to be ready to purchase a new reading gun if needed. A quote for a new meter reader gun is approximately \$15,000. After discussion on the item, a motion was made by Trustee Hutchinson and seconded by Vice President Moll to authorize the purchase of a new meter reader gun. 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 March 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 to Executive Session to discuss legal and personnel issues.

A motion was made by Trustee Hutchinson and seconded by Trustee Lawler 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 Lawler. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt
Recording Secretary