

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

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

ABSENT: Trustee Hutchinson was absent.

GUESTS: Ms. Linda McGill of Burnstein-Shur, Counselors at Law, to attend Executive Session

EXECUTIVE SESSION:

A motion was made by Trustee Kay and seconded by Trustee Philippon to defer the regular order of business to adjourn to Executive Session to discuss personnel issues. There was a unanimous vote in favor of the motion. A motion was made by Trustee Philippon and seconded by Trustee Kay to adjourn the Executive Session and return to the regular order of business. There was a unanimous vote in favor of the motion.

AGENDA ADDITIONS:

Action Item 10-06, Flow Recording Equipment, will be deleted and replaced with Action Item 10-06, Customer Abatement Request.

MINUTES:

The Board reviewed the Minutes of the Meeting held on February 8, 2010. A motion was made by Trustee Lawler and seconded by Trustee Philippon to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

CORRESPONDENCE:

General Manager Frasier reported on an e-mail he received from a customer regarding William Alexander, Operations Manager. The e-mail was to recognize Mr. Alexander for his knowledge, being extremely polite and able to translate technical information to layman's terms.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports ending February 28, 2010. The Draft Audit Report for the Years Ending December 31, 2009 and 2008 was distributed to the Board.

OPERATIONS MANAGER'S REPORT:

Federal Street, Brunswick Main Break

Operations Manager Alexander reported that the first water main break of the year occurred on March 2, 2010 on Federal Street at Market Lane. Upon excavation of the site, a shear was located in the six inch asbestos cement pipe. A wraparound was used to repair the water main. One public fire hydrant was temporarily out of service. No domestic or fire services were affected by the main break.

ENGINEERING REPORT:

GIS Update

District Engineer Douglas reported that the focus on the GIS has been compiling fire flow and Naval Air Station Brunswick (NASB) data. The Board was given a power point presentation of the GIS updates and the current understanding of the NASB infrastructure including the McKeen Street and Topsham Annex properties.

American Recovery and Reinvestment Act Project-Jackson Station TOC Removal

District Engineer Douglas reported that T-Buck Construction has completed approximately 80% of the project and is on schedule to complete the project by the May 9, 2010 substantial completion deadline. During the next month pressure testing and equipment startup will be completed. Operator training will be underway by the next Board Meeting.

Energy and Efficiency Audit

District Engineer Douglas reported that the walkthrough report from Efficiency Maine was received and identified several areas of cost savings. The two largest areas were improvements to the building envelope and upgrades to the HVAC system. The HVAC system is nearing 40 years old and parts are becoming scarce. The District is in contact with Siemens and other vendors to solicit ideas, costs and options for a new HVAC system that would be eligible for Efficiency Maine incentives.

GENERAL MANAGER'S REPORT:

Health Insurance

General Manager Frasier reported that 12 of the District staff are now enrolled in the Preferred Provider Organization Health Insurance Plan (PPO). Of the 12 employees, 11 have enrolled in the Flexible Savings Account (FSA) and two have enrolled in the dependent care portion of the FSA. Union members have continued coverage under the Point of Service A Health Insurance Plan because the health insurance is still an item being negotiated. The monthly cost above the PPO Plan is approximately \$4,465 for the union members.

GENERAL MANAGER'S REPORT (continued):

Union Negotiations

Discussion held under Executive Session.

ACTION ITEMS:

10-06 Customer Abatement Request

General Manager Frasier reported on an abatement request from Mr. Gary Howard for an apartment at 40 Cumberland Street, Brunswick. After discussion, a motion was made by Trustee Lawler and seconded by Trustee Moll to decline the request. There was a unanimous vote in favor of the motion.

10-07 Bath Road Reconstruction

District Engineer Douglas reported that the Bath Road Reconstruction Project bid opening will be held on March 9, 2010 at Brunswick Public Works. The Board held a discussion on the request to authorize the District to enter into an Agreement with the Town of Brunswick and the project contractor to replace the main on Bath Road between Thomas Point Road and Old Bath Road. A motion was made by Trustee Kay and seconded by Trustee Lawler to authorize execution of the contract based upon the reasonable estimates that were provided. 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 April 12, 2010 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 Moll to adjourn. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt
Recording Secretary