

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
April 13, 2009

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

ABSENT: Trustee Moll, Treasurer Woollacott and Operations Manager Alexander were absent.

GUESTS: Clark Labbe, Brunswick Fire Chief

AGENDA ADDITIONS:

Action Item 09-09 Maine Water Utilities, Drinking Water Week

MINUTES:

The Board reviewed the Minutes of the Meeting held on March 9, 2009. A motion was made by Vice President Rossignol and seconded by Trustee Hutchinson to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

The Board reviewed the Minutes of the Special Board of Trustees Meeting held on March 17, 2009. A motion was made by Trustee Hutchinson and seconded by Vice President Rossignol to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

CORRESPONDENCE: Action Item 09-05

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports ending March 31, 2009. The final copies of the Audit Report for Years Ended December 31, 2008 and 2007 were distributed to the Board.

ENGINEERING REPORT:

GIS Update

District Engineer Douglas reported that the efforts are ongoing to digitally map the District's 7,800 services. The District has implemented TC Technologies' Arc Engine application on the server and laptops. The District will be developing a training program for all District Personnel and then the laptops will be entered out in the field.

ENGINEERING REPORT (continued):

Disinfection By Products

District Engineer Douglas reported that the District is continuing efforts to identify potential treatment alterations that could be made at the Jackson Station to reduce the formation of disinfection by products. The second round of coagulant testing in the station's lab has been completed and a water sample has also been sent to Hungerford and Terry for their evaluation for a potential treatment schema.

The District is in the process of getting environmental reviews completed for the stimulus projects. The State has not informed the District regarding the potential of the Jordan Avenue Wellfield Project being moved up on the priority list as of this date.

Asset Management Special Project

District Engineer Douglas reviewed the Preliminary Draft of the Asset Management Plan, Chapter 1, Introduction. Engineer Douglas has contacted the Portland and Saco Water Districts regarding their program and approach to implement asset management.

GENERAL MANAGER'S REPORT:

Rate Case

General Manager Frasier reported the proposed rate adjustment was submitted to the Public Utilities Commission following the Public Hearing on March 17, 2009. The Rate Case will become effective on May 1, 2009.

Groundwater Laws

General Manager Frasier reviewed the upcoming bills in front of the State Legislature regarding Groundwater Laws. The Maine Water Utilities Association is actively involved in the legislative process and General Manager Frasier requested thoughts and opinions on this matter from Board.

MEMA Mobile Emergency Power Program

The Brunswick Fire Department has contacted the District regarding a program offered by the Maine Emergency Management Agency to provide emergency power systems to critical facilities. The emphasis is on installing transfer switches and exterior sockets rather than buying generators. Since the District does not have standby power at the tanks, the District has furnished information to the Brunswick Fire Department to request a grant for transfer switches and outlets at the Oak Street and Church Road Tanks at a cost of \$850.00 apiece.

GENERAL MANAGER'S REPORT (continued):

Mariner Tower

General Manager Frasier reported that he was requested to explore a proposal from Mariner Tower, which was presented to the District approximately a year ago, to construct a tower and related buildings for cell phone communication on the Oak Street tank land. The Board reviewed the proposal again and it was the consensus to deny the proposal.

ACTION ITEMS:

09-05 Request for Abatement

General Manager Frasier reported on a request from Precast Concrete Products of Maine for an abatement of their water bill due to an extended power outage where the water froze and burst the water meter. After discussion on the request, a motion was made by Trustee Kay and seconded by Trustee Hutchinson to table the issue until further information can be obtained on the account. There was a unanimous vote in favor of the motion.

09-06 Request to Shovel Hydrants

General Manager Frasier reported to the Board on a request from Chief Brilliant, Topsham Fire Department, and Chief Labbe of the Brunswick Fire Department, to have District personnel help the Departments shovel out fire hydrants during the winter season. The request was also initiated by both Town Managers. Chief Labbe reported on the problems they are having getting the hydrants shoveled out in a timely manner each year. After discussion on the request, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to negotiate a joint agreement with the Brunswick and Topsham Fire Departments for a call-as-needed basis from the Towns to have District personnel shovel out fire hydrants for a one year period. There was a unanimous vote in favor of the motion.

09-07 Identity Theft Policy

Finance Director Knowles reviewed the Brunswick and Topsham Water District Identity Theft Prevention Program. After reviewing the Policy, a motion was made by Trustee Lawler and seconded by Vice President Rossignol to approve the Policy as distributed. There was a unanimous vote in favor of the motion. The Policy will become effective on May 1, 2009.

ACTION ITEMS (continued):

09-08 Bond Resolution

Finance Director Knowles reviewed the Bond Resolution to authorize the issuance of District Bonds in the amount of up to \$1,263,000 to finance the Chloramines Project in the amount of \$663,000 and Replacement of the Jordan Avenue Wellfield Project in the amount of \$600,000. A motion was made by Vice President Rossognol and seconded by Trustee Hutchinson to proceed with the Resolution as presented. There was a unanimous vote in favor of the motion.

09-09 Maine Water Utilities Association – Drinking Water Week

General Manager Frasier reported that Drinking Water Week will be held in May and during the weekend of May 2nd a supplement will be included in some of the largest newspapers in Maine. This supplement will have articles written by different utilities and the Maine Water Utilities Association is requesting donations of up to \$500.00 per water utility. A motion was made by Trustee Lawler and seconded by Trustee Hutchinson to authorize the expenditure of not more than \$500.00 for the advertisement. 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 May 11, 2009 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 Lawler to adjourn to Executive Session to discuss legal issues.

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

Respectfully submitted,

Nancy Bucholdt
Recording Secretary