

BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
April 11, 2011

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

ABSENT: Treasurer Woollacott was absent.

GUESTS: James Cohen of Verrill Dana and Cornell Knight, Topsham Town Manager.

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on March 14, 2011. A motion was made by Trustee Hutchinson and seconded by Trustee Lawler to approve the minutes as corrected. There was a unanimous vote in favor of the motion.

CORRESPONDENCE: Attachment to the General Manager's Report

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports for month ending March 31, 2011.

OPERATIONS MANAGER'S REPORT:

Operations Manager Alexander reported that the Maine Department of Transportation (MDOT) is making improvements to its railroad track and signals in Brunswick to accommodate the anticipated service by Amtrak to Brunswick. These improvements by MDOT will consist of full depth excavation, replacing drainage, signals and rails. Through an agreement with MDOT and the Brunswick and Topsham Water District, a sleeve will be installed parallel to the existing water lines for future District improvements. Approximately 70 linear feet of 24 inch Class 52 ductile iron pipe will be installed at each crossing. The length of this sleeve is required to permit water line construction without fouling the track requiring either a rail flagman and/or work around the railroad's schedule. Union Street is scheduled for the week of April 18, 2011 following with Stanwood Street the week of May 9, 2011. MDOT will complete all excavation work and the removal of any contaminated soils on site.

The District will be relocating hydrants, repairing and adjusting valve boxes and renewing services as necessary in anticipation of MDOT's paving program on Pleasant Street, Brunswick. This work is outside of the work contracted with Longchamps & Sons for the Pleasant Street Main Replacement Project.

ENGINEERING REPORT:

*Water Main Projects*

Bids were opened on March 22, 2011 for the Maine Street at Bath Road and Summer Street Water Main Project. The District received two bids, with the low bidder being Harry C. Crooker & Sons, Inc. The total project cost including materials will be approximately \$550,000. The bid results were:

<b>Harry C. Crooker &amp; Sons, Inc.</b>	<b>Nitram Excavation, Inc.</b>
<b>\$342,800.00</b>	<b>\$399,810.00</b>

Both the Maine Street at Bath Road and Summer Street Projects and the Pleasant Street Project are scheduled to begin the second week of April with a mid-June completion date. The District will be maintaining weekly updates on the District web site via BlogSpot to track statistics of how many people actually view this information.

*Jackson Station HVAC Project*

District Engineer Douglas reported that Wright-Pierce has completed the HVAC, electrical and architectural redesign for the new HVAC system at the Jackson Station. District staff is currently assembling a front end for the specifications. The District is waiting for the final asbestos sampling report from Pinkham Environmental on the ceiling tiles in the main office areas. Samples taken in March indicated the ceiling tiles are approximately 10% asbestos which is inconsistent with the data generated by J.B. Plunkett and Associates in February 1994 where a single sample taken from the ceiling tiles only indicated a trace presence of asbestos. Under current regulations any product containing 1% or more asbestos is considered to be an asbestos material. Given this information the contract will be updated to reflect the need to abate the materials that were found to be positive.

GENERAL MANAGER'S REPORT:

*Highland Green Appeal*

General Manager Frasier reported that Highland Green submitted a supplemental appeal with additional arguments on March 21, 2011. Highland Estates has also submitted a letter joining the appeal with an additional 132 homeowners. District staff is in the process of evaluating several options available to the Board and their potential impacts. This evaluation was not completed in time for this months Board meeting.

ACTION ITEM:

11-10 Request for Abatement

This item was postponed from the March 2011 Board Meeting so the April meter reading could be obtained. Due to additional information requested by the Board, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to table the request for abatement until the May meeting. There was a unanimous vote in favor of the motion.

11-13 Bond Resolution (Revised)

Finance Director Knowles reported that the District originally applied to the Maine Municipal Bond Bank (MMBB) for bonds in the amount of \$1,500,000 to finance the main replacement on Pleasant, Summer, Maine and Bath Road in Brunswick this year. At the March 2011 Board of Trustees Meeting, the Board amended the \$1,500,000 Resolution to \$2,000,000. The application change to MMBB for \$2,000,000 has been completed; however the \$1,500,000 Resolution was not acceptable to the District legal counsel as amended. The Board was requested to adopt the \$2,000,000 Revised Resolution authorizing the issuance of these bonds. A motion was made by Trustee Lawler and seconded by Trustee Kay to adopt the \$2,000,000 Resolution. There was a unanimous vote in favor of the motion.

11-14 Policy for GIS Data Requests

District Engineer Douglas reviewed the draft Policy for GIS Data Requests. After reviewing the Policy, a motion was made by Trustee Hutchinson and seconded by Trustee Kay to accept the Policy as distributed. 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 June 13, 2011 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 Kay to adjourn to Executive Session in accordance with Title 1, MRSA Section 405 (6) (E) to discuss legal issues. There was a unanimous vote in favor of the motion.

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

Respectfully submitted,

Nancy Bucholdt  
Recording Secretary