

BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
May 11, 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, District Engineer Douglas and Operations Manager Alexander.

ABSENT: Trustee Moll and Treasurer Woollacott were absent.

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on April 13, 2009. A motion was made Trustee Lawler and seconded by Trustee Hutchinson to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

CORRESPONDENCE: Action Item: 09-10

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports ending April 30, 2009.

ENGINEER'S REPORT:

*GIS Update*

District Engineer Douglas reported that cross training has been conducted for the entire staff on the laptops during the last few weeks and the system has been used in the field for dig safes and service locates. A GIS demonstration was held for the Board on the system.

*Disinfection By-Products Study*

District Engineer Douglas reported that the District's efforts to identify potential treatment alterations that could be made at the Jackson Station to reduce the formation of disinfection by-products are ongoing. Two possible treatment schema have been identified and both will be part of the pilot plant with the hope to find a solution for the problems. A meeting has been scheduled with Wright Pierce to review the Study.

ENGINEER'S REPORT (continued):

*Asset Management Plan Special Project*

District Engineer Douglas reviewed the preliminary draft of Chapter 2 of the Asset Management Plan entitled "Asset Register & Hierarchy Concepts". A presentation was made. A discussion followed the presentation.

GENERAL MANAGER'S REPORT:

*MEMA Mobile Emergency Power Program*

General Manager Frasier reported that the District has received a grant in the amount of \$1,700 from the Maine Emergency Management Agency via the Brunswick Fire Department for installing transfer switches and power outlets at the Church Road and Oak Street Tanks. Ray's Electric has been authorized to proceed with the work and the District will be reimbursed after the emergency power project has been completed.

*Midcoast Regional Redevelopment Authority*

General Manager Frasier reported on a proposed Marine Reserve Center to be located at the Naval Air Station Brunswick. Eric Davidson of Whitman, Requardt & Associates of Baltimore approached the District to determine how water service could be provided to the Center. A meeting was held on May 6, 2009 with Midcoast Regional Redevelopment Authority Executive Director, Steven Levesque and Deputy Director, Jeffrey Jordan. John Edgerton of Wright-Pierce, Trustee Kay and General Manager Frasier also attended to discuss the proposal to extend the water main on Route 24, Brunswick and the District's perspective on providing water service to the proposed site. The Army is also planning a facility at the same location. The Board will be kept informed on any details regarding this proposed project.

*Annual Report*

General Manager Frasier reviewed a draft of a narrative to be included with the Auditor's Report for the Annual Report of the Trustees. After discussion it was the consensus of the Board to proceed with Report.

**ACTION ITEMS:**

**09-05 Request for Abatement**

Finance Director Knowles reviewed the request for abatement from Precast Concrete Products of Maine, Inc. that was tabled at the April 13, 2009 Board of Trustees Meeting for additional information. After reviewing the Policy and Procedures for Abatement of Unusually High Water Bills Due to Unpredictable Leakage and the Policy and Procedures on Frozen Service Lines, a motion was made by Trustee Lawler and seconded by Trustee Kay to authorize a partial abatement of 1/2 (one-half) of the quarterly bill. The motion was approved by a four to one vote (4 to 1).

**09-10 Request for Abatement**

Finance Director Knowles reviewed a letter dated May 3, 2009 from Coastal Estates II requesting an abatement on the first quarter water bill of 2009. After discussion on the request, a motion was made by Trustee Lawler and seconded by Trustee Kay to deny the request. 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 8, 2009 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 Vice President Rossignol to adjourn. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt  
Recording Secretary