

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING

May 10, 2010

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

ABSENT: Vice President Moll and District Engineer Douglas were absent.

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on April 12, 2010. A motion was made by Trustee Lawler 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 April 30, 2010.

ENGINEERING REPORT:

GIS Update

The District has furthered the integration of the customer and GIS database allowing customer lists to be generated on an area search or a section of the water main between two closed valves. Digitizing of the service records is approximately 45% completed with a completion date by summer's end.

American Recovery and Reinvestment Act Project-Jackson Station TOC Removal

T-Buck Construction has completed the Jackson Station TOC Removal Project. Wright-Pierce is processing the paperwork and completing their review of the punch-list. The District is very pleased with the performance and attention to detail by T-Buck Construction. The last payment request is being processed by the District.

ENGINEERING REPORT (continued):

Bath Road Project

Pratt Brothers, the Bath Road Project Contractors, have completed the first section of the project which is approximately 1/3 of the 2,200 feet of water main to be replaced. The first crew will be laying the main, while the second crew disinfects and pressure tests. Once the main is approved the second crew will begin switching over the services. The District has a full time inspector on the job site and is please with the quality of the work.

Insurance Services Office

The Insurance Services Office (ISO) will be rating the Brunswick portion of the distribution system as part of their Public Protection Classification (PPC™) Program. The results have not been received, but observation matched historical data indicating that the fire flows were strong.

GENERAL MANAGER'S REPORT:

Union Negotiations

General Manager Frasier reported that John Alfano of Hunt Alfano Arbitrators of Biddeford has been assigned as mediator for the union contract negotiations. Tentative dates have been scheduled for June 9 and June 16, 2010 at 5:30 p.m. at the District.

Joint Armed Forces Reserve Center Main Extension

General Manager Frasier reviewed a letter dated April 28, 2010 to Anna M. Breinich, Director of Planning and Development, regarding the Armed Forces Reserve Center water main extension. The letter requested a formal meeting among the Town of Brunswick, Brunswick and Topsham Water District, MidCoast Regional Redevelopment Authority (MRRRA) and the project owners to discuss the proposed water line and its location. A meeting was held on this date with Gary Brown, Brunswick Town Manager, Anna Breinich, Director of Planning and Development, Steve Levesque and Jeffrey Jordan of MRRRA, General Manager Frasier and Operations Manager Alexander to discuss some of the concerns the District has with the proposed main extension. The consensus of the Board is that the alternative route along Coombs Road, as proposed at the May 10 meeting, constitutes proper development of the system and that the development is in the best interest of the customers.

GENERAL MANAGER'S REPORT (continued):

MidCoast Regional Redevelopment Authority

General Manager Frasier reported on a meeting scheduled for June 10, 2010 with Jeffrey Jordan, Deputy Director for MRRA, to discuss MRRA forming a utilities district to own and operate the existing Navy water system. No agenda has been set as of this date, but the District plans on using the occasion to outline all the various activities and functions required to operate a utility. Staff will discuss what the District's role and responsibilities could include in consideration of current staffing and workloads.

ACTION ITEM:

10-08 Pension Plan Amendment

Finance Director Knowles reported that the IRS has requested that the District revise a few items in its pension plan before they issue a favorable determination letter. After reviewing the First Amendment of The Brunswick and Topsham Water District Pension Plan, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to amend Sections 4.2 and 4.3 of the Brunswick and Topsham Water District Pension Plan generally effective as of August 1, 2008 (the "Water District Plan") in the form attached (the "First Amendment"), and that the General Manager be and hereby is authorized and directed to execute the First Amendment on behalf of the Brunswick and Topsham Water District. 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 14, 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 Kay to adjourn to Executive Session to discuss legal and personnel issues. There was a unanimous vote in favor of the motion.

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

Respectfully submitted,

Nancy Bucholdt
Recording Secretary