

BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
May 9, 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 and Operations Manager Alexander.

ABSENT: Treasurer Woollacott and District Engineer Douglas were absent.

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on April 11, 2011. A motion was made by Trustee Hutchinson and seconded by Trustee Kay to approve the minutes as distributed. There was a unanimous vote in favor of the motion.

CORRESPONDENCE:

Email from Susan Nourse, First Parish Church, expressing their appreciation to Engineer Douglas and H.C. Crooker & Sons for discontinuing construction during their concert on April 22, 2011.

Bowdoin College expressed their appreciation to William Alexander, Operations Manager, for his efforts during the Bath Road and Maine Street Construction Project.

INVITATION FOR PUBLIC COMMENT:

11-09 Private Fire Protection Appeal, Highland Green

President Rossignol requested a motion to defer the regular order of business to allow residents from the Highland Green to make a presentation regarding Action Item 11-09 - Private Fire Protection Appeal, Highland Green. The motion was unanimously approved.

Kenneth W. Thorson of 3 Grouse Lane, Highland Green addressed the Board for the Highland Green and Highland Estates. Mr. Thorson reiterated their appeal with additional comments on their pressure system. President Rossignol commented that since 1987, in accordance with the Public Utilities Commission Rules, the Brunswick and Topsham Water District has not funded main extensions to the District's system and that all costs for extensions are borne by the Developer. The Board reviewed the private residential sprinkler charges and the pressure problem at the Highland Green. The Board recognized that several of the cost elements listed in PUC Chapter 640 do not apply in this case. After discussion on the Appeal, a motion was made by Trustee Lawler and seconded by Trustee Moll that each residence be billed based on the fire service connection size at the main. The motion failed by a two to three vote (Trustees Hutchinson, Kay and Philippon opposed). A second motion was made by

11-09 Private Fire Protection Appeal, Highland Green (continued)

Trustee Hutchinson and seconded by Trustee Kay to charge private fire protection based on the line size before the first sprinkler head. The size of private sprinkler systems will be verified by the District. The motion passed with a four to one vote (Trustee Lawler opposed).

A motion was made by Trustee Hutchinson and seconded by Trustee Kay to begin the new billing for private sprinkler systems at the Highland Green and Highland Estates with the next billing cycle (July 2011). There was a unanimous vote in favor of the motion.

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports for month ending April 30, 2011.

ENGINEERING REPORT:

*Water Main Projects*

Pleasant, Maine and Summer Street District projects are progressing well. The District has posted weekly updates on the District's home page at [www.btwater.org](http://www.btwater.org). Maine and Summer Streets Projects will be completed in a couple of weeks with the Pleasant Street Project targeted for mid to late June.

*Water Quality Database*

Efforts are ongoing for overhauling the water quality database. This project was identified in the Asset Management Plan to be designed over a two year window in 2011 and 2012. The plan is to begin preliminary design throughout the rest of the month with an onsite implementation date set for the week of June 20, 2011. Once the software is installed, it will take several months to finalize forms and begin the full conversion to the new format.

GENERAL MANAGER'S REPORT:

*Willow Grove Private Hydrant*

General Manager Frasier reported that the Brunswick Town Council accepted seven private hydrants at Willow Grove as public hydrants at their Council meeting on April 11, 2011. The Council determined that the Willow Grove situation was unique because the District owned the hydrants per the Main Extension Contract. The District has determined that one other development may fit the same criteria as Willow Grove with one hydrant.

GENERAL MANAGER'S REPORT (continued):

*MRRA*

General Manager Frasier reported that MRRA has resumed discussions with the Brunswick Sewer District concerning rates and operating services. The Navy and MRRA are working to arrange for the transfer of the utilities to MRRA by September 1, 2011. Representatives from the Brunswick Sewer District and the Brunswick and Topsham Water District will be meeting to discuss the transfer.

ACTION ITEM:

11-10 Request for Abatement

This item was postponed from the April 2011 Board Meeting to obtain more information. After discussion on the abatement, a motion was made by Trustee Kay and seconded by Trustee Hutchinson to abate one half of the usage over the average bill for three quarters for Ms. Krieger at 50 Munroe Lane, Topsham. The motion passed with Trustee Moll abstaining.

11-15 Authorized Signature Resolution

The Board reviewed the Resolution Authorizing the Director of Finance and Data Management Systems to execute the 2011 Bonds on the behalf of the District in the event of the Treasurer's absence. A motion was made by Trustee Hutchinson and seconded by Trustee Lawler to approve the Resolution 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 Lawler and seconded by Trustee Hutchinson to adjourn to Executive Session in accordance with Title 1, MRSA Section 405 (6) A to discuss personnel 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