

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
June 8, 2009

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

ABSENT: President Philippon, Trustee Hutchinson and District Engineer Douglas were absent.

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on May 11, 2009. 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 May 31, 2009. The Brunswick and Topsham Water District Reports Required by Government Auditing Standards and OMB Circular A-133 was distributed to the Board.

OPERATION MANAGER'S REPORT:

Operation Manager Alexander reported that the Town of Brunswick will be reconstructing Franklin, Stetson and School Streets during this construction season. The existing water main on School Street was installed in 1933 and is a 6-inch cast iron pipe. To reduce the risk of failure in the District's water system and subsequent excavation of a newly paved street, the District will be removing the 6-inch existing water main and installing 660 feet of new 8-inch ductile iron pipe. The work will be performed by District personnel and will begin on June 22, 2009. Temporary services will be installed to the customers on School Street from Jordan Avenue and Franklin Street.

ENGINEERING REPORT:

GIS Update

The District has distributed the laptops to the staff to be used in the field. Initial feedback is positive and they are being used for Dig Safes, note repair locations and service locates. Field training for the staff is ongoing to assist with the conversion from paper to laptops.

Disinfection By-Products

The efforts to identify potential treatment alterations that could be made at the Jackson Station to reduce the formation of disinfection by-products are ongoing. Piloting efforts have hit some difficulties, primarily with getting the pilot performance to mimic full scale filter performance. In addition to modifications to the current pilot, the District is re-commissioning some pressure pilots that were run at the Taylor Station in the hope to identify any potential aeration and pressure impacts on the pilot performance.

Asset Management Special Project

The Preliminary Draft of Chapter 3 of the Asset Management Plan entitled "Asset Register & Hierarchy for BTWD" was distributed to the Board.

Taylor 50 HP VFD Replacement

On-going input and output phase losses on the 9-year old 50 HP variable frequency drive (VFD) led to investigations into the causes and possible replacement of the VFD. The cost for replacement of the VFD with a Toshiba drive will be less than \$5,000 installed. The 100 HP Square-D drive was replaced two years ago for failure. VFD's typical have a service life of 10 years. The Square-D's have underperformed, so it has been decided to replace the drive with a Toshiba drive.

GENERAL MANAGER'S REPORT:

Marine Reserve Center

General Manager Frasier reported on the proposed 8,800 foot main extension along Route 24, Brunswick for a Marine Reserve Center at the Naval Air Station. Questions regarding how to provide water service to the proposed Marine Reserve Center has prompted a meeting to take place on June 9, 2009 to discuss the issue. Maine Public Utilities Commission Staff Attorney, Matt Kaply, Jon Edgerton from Wright-Pierce, General Manager Frasier and District Engineer Douglas will be attending the meeting. Eric Davidson of Whitman, Requardt & Associates (WRA) has informed the District that the Marines have decided to request a main extension from the District and WRA is proceeding with the design of the main extension.

ENGINEERING REPORT (continued):

Topsham Development, Inc.

General Manager Frasier reported that Topsham Development, Inc. is exploring the extension of infrastructure in the north Main Street and Topsham Annex area. A meeting has been scheduled for June 15, 2009 to discuss the issue. The Board will be kept informed as the planning progresses.

ACTION ITEMS:

09-11 Line of Credit Resolution

Finance Director Knowles reported on a resolution to authorize a line of credit in the amount of \$500,000 with Maine Bank and Trust. This line of credit states that each individual draw on the line of credit will need to be paid in less than 365 days and will allow the District to renew the line of credit every three years, which is the requirement of the financial institution. A motion was made by Trustee Lawler and seconded by Trustee Moll to approve the requested Line of Credit Resolution. 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 July 13, 2009 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Trustee Moll and seconded by Trustee Lawler to adjourn to Executive Session to discuss legal issues.

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

Respectfully submitted,

Nancy Bucholdt
Recording Secretary