

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING

August 9, 2010

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

AGENDA ADDITIONS: Adjourn To Executive Session to Discuss Personnel Issues.

MINUTES:

The Board reviewed the Minutes of the Meeting held on July 12, 2010. A motion was made by Trustee Hutchinson and seconded by Trustee Philippon 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 July 31, 2010. The 2009 Audited Financial Report of the Pension Plan was reviewed by the Board.

ENGINEERING REPORT:

Summer Intern

District Engineer Douglas reported that Tyler Marcet, the District's summer intern, completed his internship last week. Tyler's responsibilities this summer included GIS drafting, construction inspection and preliminary calculations for a pump station at the Bath interconnection. Recruitment for a 2011 summer intern will begin.

GIS Progress

District Engineer Douglas reported that the Topsham records should be completed by mid-September. To date 60% of the customer records have been completed.

ENGINEERING REPORT (continued):

Asset Management Update

District Engineer Douglas gave a PowerPoint Asset Management Update Report. Subjects reviewed were:

1. In-house computer training which is ongoing
2. GIS hydraulic modeling
3. Services inventory, 60% completed
4. Scada System. Meetings are being held with the Pumping and Treatment Division to determine how to start digitizing the records into a permanent data base.

Energy and Efficiency Audit

District Engineer Douglas reported that the mechanical group from Wright-Pierce is preparing the informational package for the energy and efficiency audit and plans are to have it completed by the September Board Meeting.

Bath Road Update

District Engineer Douglas informed the Board that Pratt and Sons, Inc. have completed the final top course paving of Bath Road and the final pavement markings are scheduled for early in the week. A copy of a letter from Pratt and Sons, Inc. to Gorrill-Palmer Consulting Engineers, Inc. was reviewed by the Board. The letter is a formal request from Pratt and Sons for additional compensation for installation of the 16 inch water main on excessive groundwater during the Bath Road Improvement Project. The request is being reviewed.

GENERAL MANAGER'S REPORT:

MidCoast Regional Redevelopment Authority (MRRA)

General Manager Frasier reported that there were no significant discussions last month with MRRA about an agreement for services. A discussion was held regarding forming a committee to be directly involved in the negotiating process with MRRA. It was the consensus of the Board that President Rossignol, Vice President Moll, Trustee Hutchinson and Trustee Philippon represent the Board during the upcoming negotiations. Meetings will be scheduled to discuss the issues involved and to request a meeting with the Public Utilities Commission.

GENERAL MANAGER'S REPORT (continued):

Willow Grove Private Hydrants

General Manager Frasier reported that the Brunswick and Topsham Water District has been notified by Mr. Tom Green, who represents the Willow Grove Homeowner's Association, that they are petitioning the Brunswick Town Council to have the Town accept their private hydrants as public. The request is tentatively scheduled for the Town Council Meeting on August 16, 2010. The impact to the District would be the loss of the private fire protection revenue until the next rate adjustment. The Town of Brunswick would not have an immediate impact on their fire protection charges, but would assume responsibility for snow removal around the hydrants.

ACTION ITEM: None

SECOND INVITATION FOR PUBLIC COMMENT: None

NEXT MEETING:

The next meeting will be held on September 13, 2010 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Vice President Moll and seconded by Trustee Hutchinson to adjourn to executive session. There was a unanimous vote in favor of the motion.

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

Respectfully submitted,

Nancy Bucholdt
Recording Secretary