

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
August 8, 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, District Engineer Douglas and Operations Manager Alexander.

ABSENT: Treasurer Woollacott was absent.

AGENDA ADDITIONS:

MINUTES:

The Board reviewed the Minutes of the Meeting held on July 11, 2011. A motion was made by Trustee Lawler and seconded by Trustee Philippon to approve 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 for month ending July 31, 2011.

OPERATIONS MANAGER'S REPORT:

Lincoln Street Main Replacement

Operation Manager Alexander reported on the Lincoln Street Main Replacement Project. The District's Distribution Division completed the installation of 620 feet of ductile iron pipe, 20 domestic and two fire services on July 21, 2011. Distribution Division Members planning, implementation and resulting ownership was demonstrated by completing the Project as scheduled without receiving complaints due to construction activities.

Unauthorized Use of Private Hydrant

Operation Manager Alexander reported on unauthorized use of a private hydrant at the Harriet Beecher Stowe School in Brunswick. The private hydrant was being used for unmetered ground irrigation by the site contractor which is not in accordance with District Policy that specifically prohibits the use of private hydrants for all uses other than fire fighting purposes. A meeting was held with the Brunswick School Department, the site contractor, Brunswick Fire Department, Brunswick Police Department and the District which resulted in the Site Contractor depositing \$1,000.00 for future metered water use and for estimated unmetered water used, which will be deducted from the deposit.

ENGINEERING REPORT:

GIS Update

District Engineer Douglas reported that the progress has resumed with the digitization of customer records. To date 70% of the customer records have been completed. The latest efforts have been on clearly delineating domestic, fire and control valves from each other to facilitate field operations.

Water Main Projects

The District has been working with Lane Construction on the Pleasant Street Brunswick Project to complete the paving overlay obligations. The District will be paying the unit quantity pricing to complete the work outside of the MDOT's limits. This is expected to be approximately \$4,000.

H.C. Crooker & Sons is the low bidder for the MDOT's Maine Street Project. The District will begin the same paving process with H.C. Crooker when MDOT awards the Maine Street Project.

Water Quality Database

District Engineer Douglas reported that implementation of the Water Quality Database has been ongoing, although slow. Problems with the SCADA system and internal network performance have been hampering development efforts. The primary hindrances have been failure of firewall performance in maintaining the network separation (DMZ) between the business network and SCADA system and the ongoing remote site radio communication issues. The tentative goal is to be fully tested and operational for January 1, 2012.

Jackson Station HVAC Project

District Engineer Douglas reported on the HVAC Project bid opening on July 14, 2011. The bid results are as follows:

T-Buck	Bid of \$581,482
Milliken Brothers	Bid of \$594,400

The bid results will be continued under Action Item 11-20 for action by the Board.

GENERAL MANAGER'S REPORT:

Jackson Facilities Needs Assessment

General Manager Frasier reviewed the Jackson Facilities Needs Assessment Project. The Project will be addressing the current and future needs for treatment, operations and administration needs. The consensus of the Board is that the District request guidance from architects/engineers to begin planning the assessment. Requests for Proposals will be sent to select architect/engineering firms which will then be determined by the Selection Review Committee.

MMA Site Surveys

Ann Schneider from Maine Municipal Association Risk Management Services conducted a survey of the District properties and safety programs on July 7, 2011. The program is designed to assist with loss control efforts, including a fleet survey of vehicle information, their storage and maintenance and driving policies. It was noted that it is important for the District to develop estimated replacement costs of treatment system components such as filters, pumps and controls as they are not able to estimate those costs. The District will be providing this information to MMA. No safety recommendations were issued.

ACTION ITEM:

11-20 Bids for the Jackson Station HVAC Project

A motion was made by Trustee Lawler and seconded by Trustee Hutchinson to reject all bids received for the Jackson Station HVAC Project. 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 September 12, 2011 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Trustee Kay and seconded by Trustee Hutchinson to adjourn. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt
Recording Secretary