

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
September 12, 2011

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 and Operations Manager Alexander.

ABSENT: District Engineer Douglas was absent.

AGENDA DELETION: Action Item-21 Request for Customer Abatement Issue has been resolved.

MINUTES:

The Board reviewed the Minutes of the Meeting held on August 8, 2011. A motion was made by Trustee Hutchinson 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 August 31, 2011.

OPERATIONS MANAGER'S REPORT:

Hurricane Irene

Operation Manager Alexander reported on the preparations the District performed before Hurricane Irene arrived. The storm did not create any significant issues for the District except property erosion to the access road for the Church Road Tank. The erosion was repaired with five cubic yards of gravel. The Androscoggin River did peak on August 30th as the tide was ebbing below the dam. The timing of the two events did not impact District properties or operations.

ENGINEERING REPORT:

GIS Update

General Manager Frasier reported that the GIS progress is continuing with the digitization of the customer service records. To date 72.5% of the customer records have been completed.

ENGINEERING REPORT (continued):

SCADA Radio Frequency Issue

General Manager Frasier reported that the District has been working with the FCC to identify the source of the data interruptions that began on July 27, 2011 that has resulted in extended outages, rendering remote control and data acquisition of the system inoperable 40% of the time. The source of the interference has not been identified. The FCC has acknowledged that there is an issue with the current frequency and is working with the District to secure a new licensed frequency.

Recent Water Works Accidents in the News

General Manager Frasier reported on three recent accidents in Searsport and Bangor, Maine and Rutland, Vermont. Craig Douglas, District Engineer and Tim Herrick, Safety Coordinator will be on a panel at the 84th Annual Maine Safety and Health Conference regarding safety committee's agendas and accident reviews. The District is continually striving to maintain a safe workplace with the Safety Committee reviewing internal and external incidents to improve safety measures and maintain vigilance and respect for the conditions that the employees work around. Again this winter the District is planning through the Maine Water Utilities Association to host a safety symposium for water utilities to address emerging safety issues.

GENERAL MANAGER'S REPORT:

Schott Residential Development, NASB

General Manager Frasier reported on the proposed main extension for the Schott Residential Development at NASB. Mr. Paul Castonguay, K&K Construction Manager, has informed the District that the proposed main extension can not be installed at this time as Schott Residential Development does not own the land.

Credit Card Payment Acceptance

General Manager Frasier reported on allowing customers to pay their water bills via credit cards. After discussion of the issue, it was the consensus of the Board to have the staff obtain more information regarding accepting both credit and debit cards for payment of customer water bill for the November 2011 Board Meeting.

ACTION ITEM:

11-20 Request for Customer Abatement

General Manager Frasier reviewed a request from Mr. Richard Fisco of 2 Lincoln Street, Brunswick for an adjustment on his quarterly water bill due to unusual high consumption. After discussion on the abatement, a motion was made by Trustee Moll and seconded by Trustee Lawler to deny the request. 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 October 17, 2011 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 Lawler to adjourn. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt
Recording Secretary