

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
October 20, 2008

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

ABSENT: General Manager Frasier was absent.

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on September 8, 2008. A motion was made by Vice President Rossignol and seconded by Trustee Lawler to accept the minutes as distributed. There was a unanimous vote in favor of the motion with Trustee Hutchinson abstaining due to being absent at the September meeting.

CORRESPONDENCE:

A thank you letter was distributed to the Board from the Trustees and Staff of the Brunswick Sewer District for a tour of the Brunswick & Topsham Water District operation facilities.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports for the month ending September 30, 2008.

OPERATIONS MANAGER'S REPORT: None

ENGINEERING REPORT:

Master Plan

District Engineer Douglas distributed and reported on the preliminary draft of the first four chapters of the Brunswick and Topsham Water District's Master Plan. The Master Plan should be completed by the end of the year.

ENGINEERING REPORT (continued):

GIS Update

District Engineer Douglas reported on the GIS update. The mapping of the mains and the mainline valves of the District's distribution system have been completed. Fire hydrant mapping will begin to complete the required data update for the Public Utilities Commission Waiver granted earlier in the year. An initial review of software to get the GIS information into the District vehicles has been completed and will be included in the 2009 capital budget.

Lead and Copper Sampling

District Engineer Douglas reported on the results of the lead and copper sampling program. All the samples collected came back below the compliance level of 1.3 mg/L for copper and 0.01 mg/L for lead. This year the Environmental Protection Agency has added language to the Annual Consumer Confidence Report regarding lead and copper in the water, so the District is proud to report that all the samples collected were below the action level.

Taylor Station Waste Discharge License

District Engineer Douglas reported that the District, along with the assistance of Mr. Ed Leonard of Wright Pierce, have submitted comments on the preliminary draft of the Taylor Station Waste Discharge License to the Department of Environmental Protection (DEP). The DEP has found these revisions amendable and they have published a draft for a 30 day public comment period. At the end of this comment period, the DEP will review the comments before the next steps can be taken towards the renewal of the license.

"Chapman" Well

District Engineer Douglas reported that the District has completed, with the assistance of Jacques Whitford, the 24-hour performance test on the new Chapman Well. The initial data indicates that the well has a specific capacity of approximately 100 gpm/ft. Water quality samples have been submitted to the State and pending the results from these tests and the approval of the new well permit, the District should be able to have this new source online in the near future.

Asset Management Special Project

District Engineer Douglas reported on the Asset Management Special Project that has been in progress over the past couple months. The District has been using the CUPSS Program that is an asset management tool for small drinking water and wastewater utilities. The Program provides a simple, comprehensive approach based on the Environmental Protection Agency's

ENGINEERING REPORT (continued):

Asset Management Special Project (continued)

(EPA' S) Simple Tools for Effective Performance Guide series. Using the CUPPS Program the District has developed a very preliminary database that evaluates the facilities assets. The Board will be given updates on the Asset Management Special Project during future meetings.

NEWWA Board Update

District Engineer Douglas reported that during the Annual New England Water Works Association (NEWWA) Conference he was elected to the NEWWA Board of Directors.

River Road Update

District Engineer Douglas reported that Harry C. Crooker and Sons has completed their punch list for the River Road, Brunswick Main Replacement Project. The final cost of the Project will be approximately \$1,580,000. Thank you notices have been sent to the residents of the area for their patience through the construction process and congratulated Harry C. Crooker and Sons on a job well done.

GENERAL MANAGER'S REPORT:

Brunswick Sewer District Tour

Operations Manager Alexander reported that the Trustees of the Brunswick Sewer District, Frank McVey, Superintendent and Lenny Blanchette, Assistant Superintendent of the Brunswick Sewer District toured the District facilities on September 9, 2008. The consensus of the tour was it gave them a better understanding of where the water they work with comes from and what it takes to get it into the homes and businesses of mutual customers.

Pharmaceuticals/Personal Care Products News

District Engineer Douglas reported on the Associated Press (AP) ongoing series of articles about the presence of pharmaceutical contaminants in drinking water. To keep the Board informed of this emerging issue, the following points summarize the District's current thinking:

- The District's mission is to provide safe drinking water to our customers
- Water analysis technology has led to the detection of more substances in water and at lower levels than ever before.

GENERAL MANAGER'S REPORT (continued):

Pharmaceuticals/Personal Care Products News (continued)

- This is a relatively new issue and the health effects of these compounds in drinking water are unknown. Studies are ongoing.
- The compounds in question are regularly consumed in much higher concentrations through medicines, food and beverages. The occurrence and concentrations in some waters is extremely small in comparison.
- The District has not sampled for these compounds because there are literally tens of thousands of individual compounds for which we could search. There are no standards yet for these compounds or demonstrated health impacts, nor are any included in the EPA Contaminant Candidate List.
- This issue points to the need to protect the District water supply sources. Given Aquifer Protection measures in place and the nature of our sources – wells mostly drawing from confined aquifers in undeveloped areas – we feel that the presence of these compounds in the District water supply is highly unlikely.
- The District will continue to monitor this issue and will take whatever steps are necessary to protect public health.

“Liquid Assets”

District Engineer Douglas reported on a documentary produced by WPSU, Penn State Public Broadcasting, called “Liquid Assets” that examines the current state of our nation’s water, sewer and storm water piping infrastructure. This program is scheduled to be shown on Maine PBS on November 2, but the time has not been scheduled. The release of this film may help publicize and state the District’s case for continued main replacement projects in years ahead. The Liquid Assets website can be found at:

<http://liquidassets.psu.edu/index.html>

District Website

Finance Director Knowles reported that the Brunswick and Topsham Water District website is now live and functional. The website can be found at:

<http://www.btwater.org/>

GENERAL MANAGER'S REPORT (continued):

Fuel Oil Costs

Finance Director Knowles reported that due to the uncertainty and volatility in prices for the 2008-2009 heating season, the Maine Power Options suggested its members reject all bids at the April bid opening as the price per gallon was approximately \$5.00. They requested bids again in August and the bids were high again. In September the District requested and accepted a quote from the District's current supplier C.N. Brown Co. at a fixed price of \$3.399 per gallon. The estimated usage is 14,000 gallons for an expected cost of approximately \$47,600.

ACTION ITEMS:

08-18 Proposals for New Service Truck

Operations Manager Alexander reported on the process to solicit bids for a new service truck. The new vehicle will be included in the 2009 Capital Budget, but due to the time frame needed, the District requested authorization to solicit proposals for the new 2009 service truck. After discussion, a motion was made by Vice President Rossignol and seconded by Trustee Hutchinson to authorize the purchase of the new service truck. There was a unanimous vote in favor of the motion.

08-19 Employee Handbook

Finance Director Knowles reviewed the Brunswick and Topsham Water District Employee Handbook. A motion was made by Trustee Lawler and seconded by Trustee Moll to approve the Employee Handbook as distributed. There was a unanimous vote in favor of the motion.

08-20 Groundwater Modeling Services

District Engineer Douglas reviewed a proposal from Jacques Whitford to conduct a 24-hour test on the New Chapman Well (new Taylor Well) and modify the groundwater model that was compiled as part of the Taylor Well Construction Project. The work for the 24-hour performance test was authorized by General Manager Frasier as it was necessary for the completion of the Taylor Well Project. After reviewing the Proposal, a motion was made by Trustee Kay and seconded by Vice President Rossignol to authorize Jacques Whitford Company, Inc. to conduct the 24-hour performance test on the Chapman Well and update the current hydraulic model with information derived from the 24-hour performance test at an estimated total cost of \$19,555.00. There was a unanimous vote in favor of the motion.

ACTION ITEMS (continued):

08-21 Chapman Well Bonding Proposal

District Engineer Douglas reported on the proposal to include the costs for the Chapman Well in the River Road Project Bond Issue. The Drinking Water Program (SRF) has agreed to allow the District to include the costs associated with the new well in the Maine Bond Bank issue for the River Road, Brunswick Main Replacement Project. The District was approved for a total bonding amount of \$1,750,000. The River Road Main Replacement Project costs were approximately \$1,580,000. The cost for the Chapman Well was approximately \$170,000. The total amount to be borrowed would be \$1,750,000. A motion was made by Vice President Rossignol and seconded by Trustee Lawler to include the costs for the Chapman Well in the River Road Maine Bond Bank issue. There was a unanimous vote in favor of the motion.

08-22 Line of Credit

Finance Director Knowles reported on a Resolution of the Brunswick and Topsham Water District Board of Trustees authorizing a line of credit for \$500,000 from Bath Saving to have available should the District need short-term operating funds. A motion was made by Trustee Hutchinson and seconded by Vice President Rossignol to approve the Resolution. There was a unanimous vote in favor the motion.

08-23 Audit Services

Finance Director Knowles reviewed the Audit Service Proposal from Berry, Fowles & Company. The proposal rates are \$8,030.00, \$8,450.00 and \$8,835.00 respectively for the Financial Statement Audit and \$2,300.00 for each Pension Plan Audit. The proposed rates include travel expenses. A motion was made by Trustee Hutchinson and seconded by Trustee Lawler to approve the Audit Services Proposal from Berry, Flowes & Company for the next three years. There was a unanimous vote in favor of the motion.

08-24 New Position

Finance Director Knowles reported on creating a new office assistant position at the District. Sarah Rogers was hired through Bonney Staffing for a temporary billing position while Carey Douglass was out on family medical leave. After discussion on the new position, a motion was made by Trustee Lawler and seconded by Vice President Rossignol to approve the new position and to hire Ms. Rogers for the permanent position. There was a unanimous vote in favor of the motion.

ACTION ITEMS (continued):

08-25 Election of Officers

In accordance with the requirements of Article II, Paragraph 1 of the Brunswick and Topsham Water District By-Laws, the following action was taken for the Election of Officers:

President Philippon turned the meeting over to Director of Finance Knowles (Clerk Frasier was absent) who was designated Chairman Pro-Tem. Chairman Pro-Tem Knowles asked for nominations for the Office of President. Trustee Kay nominated Trustee Philippon for the Office of President for the Board of Trustees. Trustee Hutchinson seconded the nomination. Trustee Hutchinson made a motion to cease nominations and directed Chairman Pro-Tem Knowles to cast one ballot for Trustee Philippon for the Office of President. There was a unanimous vote in favor of the motion.

President Philippon asked for nominations for the Office of Vice-President. Trustee Lawler nominated Trustee Rossignol for the Office of Vice-President. Trustee Hutchinson seconded the nomination. With no other nominations, Trustee Hutchinson made a motion to cease nominations. There was a unanimous vote in favor of the motion and President Philippon was directed to cast one ballot for Trustee Rossignol for the Office of Vice-President.

President Philippon asked for nominations for the Office of Clerk. Vice President Rossignol nominated Mr. Alan Frasier for the Office of Clerk. Trustee Kay seconded the nomination. With no other nominations, Trustee Hutchinson made a motion to cease nominations. There was a unanimous vote in favor of the motion and President Philippon was directed to cast one ballot for Mr. Alan Frasier for the Office of Clerk.

President Philippon asked for nominations for the Office of Treasurer. Trustee Kay nominated Mr. John Woollacott for the Office of Treasurer for calendar year 2009. Vice President Rossignol seconded the motion. With no other nominations, Trustee Hutchinson made a motion to cease nominations. There was a unanimous vote in favor of the motion and President Philippon was directed to cast one ballot for Mr. John Woollacott for the position of Treasurer for calendar year 2009.

President Philippon asked for nominations for the position of General Manager. Vice President Rossignol nominated Mr. Alan Frasier for the position of General Manager for calendar year 2009. Trustee Hutchinson seconded the motion. With no other nominations, Trustee Hutchinson made a motion to cease nominations and to have President Philippon cast one ballot for Mr. Alan Frasier for the position of General Manager for calendar year 2009. There was a unanimous vote in favor of the motion.

ACTION ITEMS (continued):

08-25 Election of Officers (continued)

With no other office or position to be filled, President Philippon declared the Election of Officers to be complete.

SECOND INVITATION FOR PUBLIC COMMENT: None

NEXT MEETING:

The next meeting will be held on November 10, 2008 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Vice President Rossignol 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 Kay to adjourn the Executive Session and return to the regular order of business. A motion to adjourn was made by Trustee Kay and seconded by Trustee Lawler. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt
Recording Secretary