

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
October 19, 2009

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

ABSENT: Treasurer Woollacott was absent.

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on September 14, 2009. A motion was made by Trustee Lawler and seconded by Trustee Hutchinson to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

The Board reviewed the Minutes of the Board of Trustees Special Meeting held on September 28, 2009. A motion was made by Trustee Hutchinson and seconded by Trustee Moll to accept the minutes as distributed. There was a unanimous vote in favor of the motion with Trustee Lawler abstaining.

CORRESPONDENCE: None

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports ending September 30, 2009.

ENGINEERING REPORT:

GIS Update

District Engineer Douglas informed the Board that the Engineering Staff has been addressing loose ends in the GIS mapping. The District hosted the Lewiston Water Department, Saco Public Works and Scarborough Public Works to show them our deployed system and how the District incorporated field data back into the base mapping.

ENGINEERING REPORT (continued):

Disinfection By-Products Piloting

District Engineer Douglas informed the Board that piloting efforts are ongoing. A slight improved run time with the smaller anthracite media has taken place, but the pilot is still underperforming. The District will be swapping out the media and testing smaller grain sizes in hopes of improving the filter run times. The District has also been working with the chemical injection locations and sequencing to optimize coagulation chemistry.

Asset Management Plan (AMP) & Master Plan Comments

District Engineer Douglas informed the Board that both the Asset Management Plan and the Master Plan are undergoing final revisions from the 95% drafts. Comments or suggestions are still welcome for the final distribution of the Plans.

GENERAL MANAGER'S REPORT:

Hydrant Snow Removal

General Manager Frasier reported a letter has been sent to Chief Labbe, Brunswick Fire Department and Chief Brilliant, Topsham Fire Department, outlining proposed conditions for the District to perform hydrant snow removal for each Department. Mr. Gary Brown, Brunswick Town Manager, has informed the District that approval has been given for District employees to perform hydrant snow removal for this winter season. Town of Topsham has not notified the District as of this date.

Jackson Station Upgrades

General Manager Frasier reported that the District and T. Buck Construction, Inc. executed the Construction Contract for the TOC Removal Chemical Feed Systems on September 29, 2009. The Contract amount is \$247,227.00. The amount requested to be borrowed through the Maine Bond Bank was \$560,000 which includes all costs for the project. The closing date for the loan will be in early November 2009.

Pandemic Influenza Plan

General Manager Frasier reviewed the Pandemic Influenza Plan for the Brunswick and Topsham Water District. The purpose of the Plan is to provide guidelines for continuing operations in the event of a pandemic influenza. The Plan will be part of the District's Emergency Response Plan.

ACTION ITEMS:

09-15 Credit Card Payment System

Director of Finance Knowles reported to the Board of the Maine Legislature passing LD 715, an Act to Enable the Use of Credit Cards for Governmental Transactions, as Public Law 113. The law allows the District to pass along credit card transaction fees to customers using credit cards to pay their utility bill. After discussion on the issue, a motion was made by Trustee Lawler and seconded by Vice President Rossignol not to entertain the idea of accepting credit cards. There was a unanimous vote in favor of the motion.

09-16 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 Clerk Frasier who was designated Chairman Pro-Tem. Chairman Pro-Tem Frasier asked for nominations for the Office of President. Trustee Lawler nominated Trustee Rossignol for the Office of President for the Board of Trustees. Trustee Hutchinson seconded the nomination. Trustee Kay made a motion to cease nominations and directed Chairman Pro-Tem Frasier to cast one ballot for Trustee Rossignol for the Office of President. There was a unanimous vote in favor of the motion.

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

President Rossignol asked for nominations for the Office of Clerk. Trustee Kay nominated Mr. Alan Frasier for the Office of Clerk. 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 Rossignol was directed to cast one ballot for Mr. Alan Frasier for the Office of Clerk.

President Rossignol asked for nominations for the Office of Treasurer. Trustee Kay nominated Mr. John Woollacott for the Office of Treasurer for calendar year 2010. Trustee Hutchinson 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 Rossignol was directed to cast one ballot for Mr. John Woollacott for the position of Treasurer for calendar year 2010.

ACTION ITEMS (continued):

09-15 Election of Officers (continued)

President Rossignol asked for nominations for the position of General Manager. Trustee Kay nominated Mr. Alan Frasier for the position of General Manager for calendar year 2010. Trustee Hutchinson seconded the motion. With no other nominations, Trustee Hutchinson made a motion to cease nominations and to have President Rossignol cast one ballot for Mr. Alan Frasier for the position of General Manager for calendar year 2010. There was a unanimous vote in favor of the motion.

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

SECOND INVITATION FOR PUBLIC COMMENT: None

NEXT MEETING:

The next meeting will be held on November 9, 2009 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 to Executive Session to discuss personnel issues.

A motion was made by Trustee Lawler and seconded by Trustee Hutchinson 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