

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING

October 18, 2010

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: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on September 13, 2010. A motion was made by Vice President Moll and seconded by Trustee Hutchinson 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 September 30, 2010.

OPERATION MANAGER'S REPORT:

Arrowhead Drive Improvements

Operations Manager Alexander reported that the replacement of shop coated saddles has been completed on Arrowhead Drive, Brunswick. The saddles were so severely corroded that when the earth was removed from around the saddle, they immediately started to leak. Several services and hydrants had to be relocated and lowered due to the conflicts with the new storm drain and to ensure protection from freezing. Arrowhead Drive will have the asphalt base placed this year and next year adjustment of the main line valve boxes will have to be completed when the top course is applied.

OPERATION MANAGER'S REPORT (continued):

Standpipe Cleaning and Inspection

Operations Manager Alexander reported that Liquid Engineering of Billings, Montana performed an in-service cleaning and inspection of the Oak Street and Church Road Tanks on September 21 and 22, 2010. The tanks were found in good condition. Both tanks required the removal of 1/8 inch manganese and iron precipitate prior to inspection. Church Road required the installation of an insect screen which was completed by District Staff on September 23, 2010. The work was completed at a cost of \$8,230.00.

Taylor Station Filters

Operations Manager Alexander reported that all four filters at the Taylor Station were shut down and inspected due to an increase in head loss. Head loss typically runs from one to two pounds when the beds are in good condition. Most recently the head loss was approaching ten psi, which warranted the inspection. Iron precipitate required removal from the surface of the media. The iron was removed by skimming ½ inch of media from the surface of the filter bed. Distributors were removed and reinstalled after cleaning. Filters were backwashed, regenerated and placed back into service with head loss in normal operating ranges.

Bath Road Improvements on Medical Center Drive

Due to the two past main leaks on Bath Road, Brunswick that interrupted service to Mid Coast Hospital, it became apparent that improvements needed to be made that would minimize the duration of service interruption. The District will be installing a new tee, one eight and two twelve inch valves at the location of the existing tapping sleeve and valve. In the event of a water main failure at a future date, the District will be able to shut down one of the twelve inch valves maintaining service to the hospital. The work will be completed at night in the next two weeks. Once this work is completed, the removal of the remaining two stainless sleeves that were installed in 1978 will be completed to minimize the interruption of service to District customers.

Maquoit Road Leak

The District experienced a leak in the early evening on September 14, 2010 on Maquoit Road, Brunswick. Upon excavation a stainless steel sleeve had failed in a similar fashion as the sleeves on Bath Road. This sleeve was installed approximately 15 years ago. The main was repaired and placed back in service.

ENGINEERING REPORT:

GIS Progress

District Engineer Douglas reported that 65% of the digitization of the customer records has been completed. The GIS meter and service shutoff layers have been back checked and linked to accounts for Topsham. This represents an important first step in database sharing and asset management capabilities.

Marine Reserve Center

District Engineer Douglas reported that the Town of Brunswick has approved the revised Location Permit to use Coombs Road for the Marine Reserve Center. The Marines are presently preparing to submit paperwork for the Main Extension and the Project will be proceeding to meet their 2011 deadline.

HVAC Evaluation

District Engineer Douglas reported that a meeting will be held in the near future with Wright-Pierce, Efficiency Maine and the District to discuss rebate options for the proposed project. The customized rebate program could have a significant impact on the bottom line, which may impact the decision to go with a traditional furnace or heat pumps that use the filters at Jackson Station as a heat sink.

Energy and Efficiency Audit

District Engineer Douglas reported that the second round of motor testing was completed this past month. A preliminary review of the data indicates that one of the finish water pump motors at the Jordan Avenue Station may need to be rewound. This data will be used to support the selection of new production levels that may result in electrical cost savings.

Lighting upgrades were completed at the Jackson Station. Several older units had not been upgraded from the older T-12's to the new T-8's. The entire Jackson Station is now operating on the more efficient T-8 units.

GENERAL MANAGER'S REPORT:

Willow Grove Private Hydrants

General Manager Frasier reported that the petition of the Willow Grove Homeowner's Association to the Brunswick Town Council to have the Town accept their private hydrants was considered at the Council's September 20, 2010 meeting. Mr. Thomas Green spoke on behalf of the Willow Grove Homeowner's Association. No motion was made by the Town Council, so the issue remains unresolved.

GENERAL MANAGER'S REPORT (continued):

Village Drive (Highland Green) Private Hydrants

General Manager Frasier reported on correspondence with Matt Teare from Highland Green to discuss several issues related to their water system. After discussion on the private fire hydrant charges on Village Drive, it was the consensus of the Board that the Main Extension Contracts have standard language that places the burden on the owner for notifying the District when a road is accepted as a public road by the Town.

Regulatory and Legislative Matters

General Manager Frasier reported that the Maine Public Utilities Commission recently adopted Chapter 660, "Consumer Protection Standards for Water Utilities", which replaces Chapters 81 and 86 that governed services to residential and commercial customers respectively. The purpose of the rule is to combine Chapters 81 and 86 and make the water utility rules more consistent with those for electrical and telephone companies. Chapter 660 does not appear to be particularly burdensome for the District, but may require modification of the Schedule of Rates, Rules and Regulations.

General Manager Frasier reported on the Groundwater Legislation that had been introduced to the Maine Legislature in 2008. Several interest groups are now preparing for the next session of legislature when more bills may be introduced. The District will be monitoring the situation and working with Maine Water Utilities Association to insure that the District's interests are being considered.

ACTION ITEM:

10-13 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 Rossignol 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 Philippon nominated Trustee Rossignol for the Office of President for the Board of Trustees. Trustee Kay seconded the nomination. Trustee Hutchinson 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.

ACTION ITEM (continued):

10-13 Election of Officers (continued)

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 Lawler nominated Mr. Alan Frasier for the Office of Clerk. 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 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 2011. 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 2011.

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 2011. Trustee Hutchinson seconded the motion. With no other nominations, Trustee Lawler 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 2011. 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 8, 2010 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to adjourn to Executive Session to discuss legal issues. 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 Hutchinson and seconded by Trustee Lawler. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt
Recording Secretary