

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
November 10, 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, General Manager Frasier, Finance Director Knowles and District Engineer Douglas.

ABSENT: Operations Manager Alexander was absent.

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on October 20, 2008. A motion was made Trustee Lawler and seconded by Vice President Rossignol to accept the minutes as corrected. 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 the month ending October 31, 2008.

OPERATIONS MANAGER'S REPORT: None

ENGINEERING REPORT:

Master Plan

Chapter 5 of the Master Plan, "System Capacity Evaluation and Assessment", was distributed to the Board. District Engineer Douglas gave a power point presentation to draw attention to the projected system demands and future water use. A general discussion followed.

GIS Update

District Engineer Douglas reported that approximately 15% of the fire hydrant mapping has been completed with completion to be by year end to fulfill the Waiver granted for the required data update by the Public Utilities Commission.

ENGINEERING REPORT (continued):

Chapman Well

District Engineer Douglas reported that the Drinking Water Program has given final approval of the Chapman Well as a source for the District and will be going on line shortly.

Exterior Lighting

District Engineer Douglas reported that the District has completed the upgrades to the exterior lighting at the Jackson Station. The new lighting reduces light pollution and favorable comments have been received from the public.

Asset Management Special Report

District Engineer Douglas reported that progress is continuing on the Asset Management Plan. The District is developing a data management model that illustrates the flow of information through the organization. This in combination with a database model will form the backbone of the Asset Management System.

GENERAL MANAGER'S REPORT:

Sale of Land

General Manager Frasier reported that an appraisal for the Pleasant Street parcel from R.S. Thing was received in late October. Proposals for sale of the Merryman Lane and Pleasant Street parcels have been received from CHR and RE/MAX. General Manager Frasier discussed the proposals with Vice President Rossignol and Trustee Hutchinson and it was agreed that the District should postpone selling the parcels at this time. Details are to be discussed in Executive Session after the meeting.

New Hire

General Manager Frasier reported that Sarah Rogers has accepted the position as the District's Accounts Payable Clerk and "Webmaster". Her official employment date was October 31, 2008.

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ACTION ITEMS: None

SECOND INVITATION FOR PUBLIC COMMENT: None

NEXT MEETING:

The next meeting will be held on December 8, 2008 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 to Executive Session to discuss legal and personnel 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