

BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
November 9, 2009

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

ABSENT: District Engineer Douglas was absent

GUESTS: None

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on October 19, 2009. A motion was made by Trustee Hutchinson and seconded by Trustee Philippon to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

CORRESPONDENCE:

General Manager Frasier reported that a letter of appreciation was received from St. John's Catholic School for a donation of \$50.00 made to the Scholarship Fund in memory of Maurice Lacharite, a former member of the Board of Trustees.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports ending October 31, 2009. The 2008 District Pension Plan Audited Financial Report was distributed to the Board.

OPERATIONS MANAGER'S REPORT:

*Main and Service Leaks*

Operations Manager Alexander reported that the District had three leaks during the month of October. The first leak occurred on October 15, 2009 at the intersection of Union Street and Maine Street Station, Brunswick. A portion of the water main approximately six by twelve inches separated from the main. The second leak occurred on October 23, 2009 at 66 Wildwood Drive in Brunswick. This service leak occurred because of a failed saddle due to corrosive soil. The third leak occurred on October 23, 2009 at 25 Stanwood Street, Brunswick. This service leak was due to the curb not in the full open position allowing water to leak out of the "drip", which eroded the wall of the valve until sufficient water was released to the surface.

OPERATIONS MANAGER'S REPORT (continued):

*Bath Road Reconstruction*

Operations Manager Alexander reported plans have been received from Gorrill-Palmer Consulting Engineers, Inc. for review of the Bath Road, Brunswick Improvement Project scheduled for the spring of 2010. The construction will be on Bath Road from Thomas Point Road to Old Bath Road. Improvements will include the installation of underdrain and storm drainage, curbing, sidewalks and turning lanes. The District will have to relocate the main, hydrants and services in twenty one locations. The District is exploring options to complete the work as economically as possible.

*Hydrant Winterization*

Operations Manager Alexander reported that the winterization of the public fire hydrants was completed on November 3, 2009. The annual public fire hydrant maintenance and authorized winterization of private fire hydrants will be ongoing. The Highland Greens of Topsham and the Sunfield Apartments of Brunswick are the only private fire hydrant customers to decline the Private Fire Hydrant Maintenance Program to date.

ENGINEERING REPORT:

A written update on the following subjects was presented to the Board by District Engineer Douglas: GIS Update, Disinfection By-Product Piloting, American Recovery and Reinvestment Act Project - Jackson Station TOC Removal, Asset Management Plan (AMP) & Master Plan.

GENERAL MANAGER'S REPORT:

*Health Insurance*

General Manager Frasier reported that the District's health insurance provider, Maine Municipal Employees Health Trust has offered suggestions for alternative plans for health insurance that could be used to reduce District health insurance costs. A meeting will be held with District employees and Debbie Bridges from Maine Municipal Employees Health Trust on November 10, 2009 to discuss the plans. A health insurance proposal will be presented to the Board of Trustees at the December 2009 meeting.

**ACTION ITEMS:**

**09-17 Revised Policies and Procedures**

General Manager Frasier reported that the District's Policies and Procedures were developed approximately 20 years ago and to insure that the Policies reflect current practices and meet regulatory requirements and industry standards the Policies are being reviewed and revised. A draft copy of the Table of Contents and the following Policies were presented to the Board for discussion and approval:

1. Pre-Authorized Payments
2. Disconnection Procedures
3. Abatement of Unusually High Water Bills due to Unpredictable Leakage
4. Frozen Service Lines

A motion was made by Trustee Lawler and seconded by Trustee Hutchinson to accept the Customer Service Section of the Policies and Procedures as written. There was a unanimous vote in favor of the motion.

**09-18 Proposed Operating and Maintenance Budget - 2010**

Finance Director Knowles reviewed the proposed 2010 Operating and Maintenance (O&M) Budget. After discussion on the proposed O&M Budget, a motion was made by Trustee Hutchinson and seconded by Trustee Philippon to accept the Budget as presented. 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 December 14, 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 Lawler and seconded by Trustee Hutchinson. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt  
Recording Secretary