

BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
November 21, 2011

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

AGENDA ADDITIONS: 11-29 Request for Abatement

MINUTES:

The Board reviewed the Minutes of the Meeting held on October 17, 2011. A motion was made by Trustee Philippon and seconded by Trustee Hutchinson to approve 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 for month ending October 31, 2011.

ENGINEERING REPORT:

*GIS Update*

District Engineer Douglas reported that the District has reached the 75% milestone for mapping of services in the GIS. Progress will be temporarily slow over the next few months as engineering shifts focus to water main design, but upon completing these plans the effort on services will resume.

Other on going efforts in the Engineering Department are:

- Water Main Projects for Year 2012
- Asset Management Update
- Reduction of Lead and Metering Task Force
- Water Quality Database
- Completing Safety Training/Inspections for Year 2011

GENERAL MANAGER'S REPORT:

*NASB / MRRA Billing*

General Manager Frasier reported that he has drafted a letter in response to the request from MRRA for the Board to consider discount water rates for Brunswick Landing. The letter has been forwarded to Attorney James Cohen for review.

*Service Request – 71 Rossmore Road, Brunswick*

General Manager Frasier reviewed Mr. Jake Plante's request for water service at 71 Rossmore Road, Brunswick. Mr. Plante has contacted the Public Utilities Commission (PUC) to request consideration for a special connection to the end of the water main on Rossmore Road. The PUC has requested a response from the District which will be completed during the week.

*Revised Terms and Conditions*

General Manager Frasier reported that the District is in the process of revising its Terms and Conditions. Revisions are required to incorporate requirements of Chapter 660 of the PUC Rules, Consumer Protection Standards for Water Utilities that become effective on January 1, 2012. Terms and Conditions must be submitted to the PUC by December 2, 2011 for approval.

*New Employee*

General Manager Frasier reported that the District has hired a new employee for the Pumping and Treatment Division. Mike Broadbent will start his employment with the District on December 19, 2011.

ACTION ITEM:

11-27 Jackson Planning and Design Services

President Kay stated that the Selection Committee has met and are making a recommendation to authorize a contract with Wright-Pierce for engineering services for the Jackson Planning and Design Services. A motion was made by Vice President Lawler and seconded by Trustee Rossignol to approve the recommendation made by the Selection Committee. There was a 3 to 3 vote on the motion.

President Kay requested that the two engineering firms be notified that the Board's vote was deadlocked and a motion was made by Trustee Hutchinson and seconded by Vice President Lawler to table the issue until the next Board Meeting for further staff review on the proposals. There was a unanimous vote in favor of the motion.

ACTION ITEM (continued):

11-28 Request for Customer Abatement

Finance Director Knowles reviewed the request from Mrs. Judy MacDonald of 3 Finch Drive, Topsham to adjust the usage that was used to calculate her October 2011 water bill. A motion was made by Vice President Lawler and seconded by Trustee Hutchinson to grant Mrs. MacDonald a \$90.00 payment on the bill. After discussion on the abatement, there was a unanimous vote to deny the request.

11-29 Request for Customer Abatement

Finance Director Knowles reviewed a request from Mr. Jeffrey R. Harris of Harris Golf regarding abatement for the Highland Green Golf Course's 2011 October water bill. After discussion a motion was made by Vice President Lawler and seconded by Trustee Hutchinson to deny the request. There was a unanimous vote in favor of the motion.

SECOND INVITATION FOR PUBLIC COMMENT:

NEXT MEETING:

The next meeting will be held on December 12, 2011 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Vice President Lawler and seconded by Trustee Rossignol to adjourn to Executive Session in accordance with Title 1, MRSA Section 405 (6) A to discuss personnel issues. There was a unanimous vote in favor of the motion.

A motion was made by Vice President Lawler and seconded by Trustee Rossignol to adjourn the Executive Session and return to the regular order of business. A motion to adjourn was made by Vice President Lawler and seconded by Trustee Rossignol. There was a unanimous vote in favor of the motions.

Respectfully submitted,

Nancy Bucholdt  
Recording Secretary