

BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
December 8, 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 November 10, 2008. A motion was made by Trustee Hutchinson and seconded by Vice President Rossignol to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

CORRESPONDENCE: Will be taken up under Action Item 08-27.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports for the month ending November 30, 2008.

OPERATIONS MANAGER'S REPORT: None

ENGINEERING REPORT:

*Master Plan*

District Engineer Douglas gave a power point presentation on the District's distribution system flows and future improvements which were covered in Chapter 5, System Capacity Evaluation and Assessment.

Chapter 6, Regulatory and Water Quality Evaluation was distributed to the Board. This section reviews the District's water source and wellhead protection plans, promulgated regulations that the District complies with, rules proposed for promulgation that may impact the District, general and secondary water quality parameters that have an impact on operations, and water quality topics associated with the distribution system.

ENGINEERING REPORT (continued):

*Asset Management Special Project*

District Engineer Douglas gave a power point presentation on the data management model, which illustrated the flow of information throughout the organization.

*GIS Update*

District Engineer Douglas reported that they are 75% through the hydrant mapping. The demo license of TC Technologies' GoSync! Arc Engine application for field deployment of GIS data has been received. With the completion of the hydrant data set later this month, the District is anticipating working towards a full roll-out this winter.

*Chapman Well*

District Engineer Douglas reported that there is a water quality issue with the Chapman Well with the iron content being higher than usual for that portion of the aquifer. Samples will be taken at varying depths to identify the problem and resolve the issue.

GENERAL MANAGER'S REPORT:

*Coombs Expansion of Use*

General Manager Frasier reported on the Bernard Coombs expansion use for his small engine repair business on Merryman Lane. The Brunswick Zoning Board of Appeals allowed the proposed expansion with conditions that include storing used and unserviceable equipment indoors, weekly disposal of all wastes and implementation of a hazardous materials management plan. Mr. Coombs is required to submit the management plan to the Brunswick Codes Enforcement Officer and the District for review.

*Health Insurance Rates*

General Manager Frasier reported that Maine Municipal Employees Health Trust has informed the District that the rate adjustment for 2009 will be 5.9 per cent for the District health insurance.

GENERAL MANAGER'S REPORT (continued):

*Topsham Development, Inc.*

General Manager Frasier reported that Topsham Development, Inc. (TDI) has opened discussions with the District and others about pursuing an economic development grant to expand infrastructure to the west side of Route 295. TDI has learned that there may be grant money made available for economic development as part of an economic stimulus package currently being discussed in Congress. It is felt that Topsham may be in a good position to receive a grant due to the closure of the Naval Air Station Brunswick. TDI wants to prepare and plan for this project now so that if funding becomes available they will be ready to move forward. John Shattuck of TDI has asked the District to identify any preliminary work that can be done now to facilitate the process. The Board will be kept informed as this potential project progresses.

*Project WET*

General Manager Frasier reported that the District received a \$5,000 grant from the Drinking Water Program for Project WET (Water Education for Teachers) training. Lynne Richards of the Portland Water District provided training for six teachers and Sarah Rogers of the District at the Mt. Ararat Middle School on November 20, 2008. Mr. Frasier attended the training and gave a brief presentation about the District's system. The District will reimburse the Portland Water District and the schools represented for their costs from the grant.

*Mariner Tower*

General Manager Frasier reported that Mariner Tower has proposed to construct a tower on property abutting the Oak Street Tank property. Trustee Kay has suggested that the District reconsider its position about leasing land at the Oak Street property for construction of a communications tower and related facilities. Mr. Chris Cioffi of Mariner Tower has requested a site plan and construction details for the tank to determine if an antenna can be mounted on the site and they will run a computer model to determine if the tank height is adequate.

ACTION ITEMS:

**08-026 Fleet Safety/Driver Policy**

General Manager Frasier reported that Maine Municipal Association Risk Management Services has requested that the District adopt a Fleet Safety and Driver Policy. After discussion on the Policy, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to approve the Policy. There was a unanimous vote in favor of the motion.

ACTION ITEMS (continued):

**08-27 Request for Abatement**

General Manager Frasier reported on the request from Mr. Steven Sharp of 15 Basswood Drive, Brunswick for abatement of his quarterly water bill ending September 17, 2008. After reviewing Mr. Sharp's usage history and relevant correspondence, a motion was made by Trustee Moll and seconded by Trustee Hutchinson to deny the request. There was a unanimous vote in favor of the motion.

**08-28 2009 Operating Budget**

Finance Director Knowles reviewed the 2009 Proposed Operating Budget. After discussion on the Budget, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to approve the 2009 Operating Budget as distributed. There was a unanimous vote in favor of the motion.

**08-29 2009 Capital Budget**

General Manager Frasier reviewed the 2009 Proposed Capital Budget. After discussion on the Budget, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to approve the 2009 Capital Budget. There was a unanimous vote in favor of the motion.

**08-30 Rate Study**

Director of Finance Knowles reported to the Board on the District's budget requirements for year 2009. After discussion on the current rate structure, a motion was made by Vice President Rossignol and seconded by Trustee Lawler to authorize retaining Malcolm Horton of Horton, McFarland & Veysey to conduct a rate study. There was a unanimous vote in favor of the motion.

**08-31 Worker's Comp Insurance**

Director of Finance Knowles reviewed a renewal quote for the District's Worker's Comp Insurance from Maine Municipal Association in the amount of \$19,663.00 and a quote from Maine Employers Mutual (Riley's Insurance Agency, Brunswick) in the amount of \$17,552.00. After reviewing the quotes, a motion was made by Trustee Lawler and seconded by Vice President Rossignol to accept the lower quote from Maine Employers Mutual. There was a unanimous vote in favor of the motion.

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SECOND INVITATION FOR PUBLIC COMMENT: None

NEXT MEETING:

The next meeting will be held on January 12, 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 Kay 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