

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
December 14, 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, District Engineer Douglas and Operations Manager Alexander.

ABSENT: None

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on November 9, 2009. A motion was made by Trustee Lawler and seconded Trustee Hutchinson to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

CORRESPONDENCE:

A letter was received from Mr. Frank McVey, Superintendent of the Brunswick Sewer District, announcing his retirement.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports ending November 30, 2009.

ENGINEERING REPORT:

GIS Update

District Engineer Douglas reported that the District has mapped 35% of the customer services in GIS with the downtown and Bath Road, Brunswick areas to be completed during the next couple of months. Two new laptops have been purchased as part of the stimulus funding and will be assigned to the Pumping and Treatment Division. Three laptops will be upgraded to be able to view the SCADA system remotely, allowing for improved response times and better system management.

ENGINEERING REPORT (continued):

Disinfection By-Product Piloting

District Engineer Douglas reported that a greensand alternative from Pureflow Filtration (PM 200) with an anthracite cap of 0.8 to 0.9 um is providing the longest run times that have been observed to date. Presently the District is conducting a formation potential study to ensure that the media is still providing the reduction in disinfection by-products that was previously observed. Further pilot configurations will be tested over the next two months to develop a final bed depth design. The design will be installed in Filter #3 for full scale testing. Based on those results, a plant conversion plan will be developed and implemented.

Bath Road Reconstruction

District Engineer Douglas reported that the Town of Brunswick will be rebuilding, widening and installing storm drains on Bath Road from Thomas Point Road to Old Bath Road. During this project approximately 26 conflicts have been detected with the District main. During this reconstruction the District will upgrade the 12 inch main to a 16 inch main. The District has contracted with Gorrill-Palmer Consulting Engineers to design the water main for this portion of Bath Road. The District anticipates paying for this project out of the capital budget.

*American Recovery and Reinvestment Act Project
- Jackson Station TOC Removal*

District Engineer Douglas reported that T-Buck Construction mobilized today at Jackson Station. They will start with the work on the chemical storage area and the garage. The first progress meeting will be scheduled for January 2010.

Employee Safety Manual, Asset Management Plan & Master Plan

Final copies of the Asset Management Plan and Master Plan were distributed to the Board. District Engineer Douglas reported that the distributed Employee Safety Manual is going through the review process by the Safety Committee and should be finalized for the District Wide Safety Meeting to be held in January. Comments from the Board are welcome.

ENGINEERING REPORT (continued):

Marine Reserve Training Center

District Engineer Douglas reported that Whitman, Requardt & Associates, the engineers for the Marine Corps Reserve, is continuing with their application for service on the parcel associated with the NASB off of Coombs Road. The main extension that they are proposing would run down Route 24 to the last Coombs Road entrance and up Coombs Road to the base. The District has applied and received a preliminary highway opening permit for Route 24. This permit will enable the consultants to drill to generate a ledge profile for the proposed main extension. The permit had to be applied for by the District because the ultimate ownership of the proposed infrastructure would be the District.

GENERAL MANAGER'S REPORT:

Health Insurance

General Manager Frasier reviewed the Maine Municipal Employees Health Trust Plans for Year 2010 with the Board. It was the intent of the District to present the proposed "PPO Value" Plan (Preferred Provider Organization Plan) to the Board for approval during this meeting, but due to Union negotiations an action item will not be presented.

Union Negotiations

General Manager Frasier reported that Union Negotiations were held on December 1, 2009. Future negotiations will be held on December 15, 2009 and January 5, 2010.

ACTION ITEMS:

09-17 Revised Policies and Procedures

General Manager Frasier presented a draft revised copy of the following District's Policies and Procedure to the Board for approval:

1. Policy and Procedures for Setting, Removing, Testing and Reading Meters
2. Water Service Guidelines
3. Policy and Procedures on Water Main Extensions (to Serve Developments)
4. Policy and Procedures on Use of Fire Hydrants

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

ACTION ITEMS (continued):

09-19 Proposed Capital Budget

Finance Director Knowles reviewed the 2010 Proposed Capital Budget. After discussion on the Budget, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to approve the proposed 2010 Capital Budget as presented. There was a unanimous vote in favor of the motion.

09-20 Customer Billing Adjustment

Finance Director Knowles reviewed a request for consideration in a reduction of a water bill due to unusual high water consumption from Mr. Jeff Gillis, 96 Church Road, Brunswick. After discussion on the request, a motion was made by Trustee Hutchinson and seconded by Trustee Kay to approve abatement of one-half of the quarterly bill over the normal bill. 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 January 11, 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 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 Hutchinson and seconded by Trustee Lawler. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt
Recording Secretary