

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING

December 13, 2010

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

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on November 8, 2010. A motion was made by Trustee Hutchinson and seconded by Trustee Philippon 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 ending November 30, 2010.

ENGINEERING REPORT:

GIS Update

District Engineer Douglas reported that progress in on going with the digitization of the customer records with 67.5% being completed. The database continues to evolve to make access to the data more efficient. The latest efforts have focused on clearly delineating domestic, fire and control valves from each other to facilitate field operations.

Pratt & Sons on Bath Road

District Engineer Douglas reviewed a letter dated June 18, 2010 from Pratt and Sons, Inc. requesting additional compensation for installing the 16 inch water main in excessive groundwater during the Bath Road, Brunswick Improvement Project. The District requested Gorrill-Palmer Consulting Engineers, Inc. to review the request. A letter dated November 15, 2010 from Gorrill-Palmer was reviewed and their opinion was that Pratt & Sons request "...does not appear to fully satisfy the criteria for extra compensation on the basis of differing site conditions as defined in MaineDOT Standard specifications. The District may

ENGINEERING REPORT (continued):

Pratt & Sons on Bath Road (continued)

wish to consider payment to Pratt & Sons for additional crushed stone used for water main installation, since it is a material incorporated into the finished product (\$4,800.00 as noted in their June 18, 2010 letter)." This letter has been forwarded to the Town of Brunswick and Pratt & Sons along with the District's position that Pratt & Sons has no basis for this claim, but remains willing to work towards a resolution.

Jackson Station TOC Removal

District Engineer Douglas reported that the new filtration process for Filter No. 3 has been commissioned. Initial water quality results for iron and manganese are trending toward excellent. The THM reduction process is performing as piloted. Over the next several months the District will look to extend run times and begin optimizing the treatment.

Summer Intern

District Engineer Douglas reported that the process of interviewing for a summer intern has begun. Two qualified candidates from the University of Orono's Civil Engineering Department have applied for the position.

GENERAL MANAGER'S REPORT:

2011 Preview

General Manager Frasier gave a year-end update on current projects and a preview of plans for year 2011. The 2011 projects discussed were: Main Renewals, Taylor Station Filter Media Replacement, Work Order Automation, Meter Management and Staffing Levels.

A discussion on purchasing two new iPhones for the Engineering Department was held. After discussion on the phones, it was the consensus of the Board to proceed with the purchase.

Operator School

General Manager Frasier reported on the District Operator School which began in May. Classes are held for an hour on Mondays and a ½ hour to an hour on Wednesdays. The purpose of the classes is to improve the overall knowledge and skill level of the operators and to prepare them for the license exam. The program has been enthusiastically received and significant progress has been seen. In addition, the Board of Water Treatment Plant Operators has approved this training for the continuing education requirement for license renewal. The classes are expected to continue indefinitely.

GENERAL MANAGER'S REPORT (continued):

NASB Housing

General Manager Frasier reported on a meeting held with Mr. George Schott, owner of the NASB Housing. Mr. Schott was accompanied by Mr. Scott Howard of Harpswell Partners, LLC and Mr. Thomas Brubaker, Clean Technology Manager from MRRA. Mr. William Alexander, Mr. Craig Douglas, Mr. Dan Knowles and Mr. Alan Frasier attended from the District. The purpose of the meeting was to discuss how water service will be provided to the housing areas served by the Navy water system. The District will be working closely with Mr. Schott and the Board will be kept informed of the progress.

Brunswick Landing Groundwater Protection

General Manager Frasier reported that the Brunswick Area Citizens for a Safe Environment (BACSE) has been actively involved in the hazardous waste cleanup at NASB. Mr. Frasier reported on a meeting held on December 1, 2010 with various parties to discuss the issue of what measures will be taken to insure that the groundwater is protected once the Navy transfers ownership of the land at BNAS.

Willow Grove Private Fire Protection

General Manager Frasier reported that a meeting was held on December 8, 2010 to discuss the Willow Grove Homeowner's Association Petition to the Brunswick Town Council to have the Town accept their private fire hydrants. It was suggested that the matter be brought to the Town Council in February 2011.

Brunswick Public Fire Hydrant Shoveling Program

A discussion was held on the District shoveling the public fire hydrants in the Town of Brunswick. It was the consensus of the Board to continue the Program for the current winter season.

ACTION ITEM:

10-16 2011 Proposed Operating Budget

Finance Director Knowles reviewed the 2011 Proposed Operating Budget. After discussion on the Operating Budget, a motion was made by Trustee Hutchinson and seconded by Trustee Lawler to approve the proposed 2011 Operating Budget as presented. There was a unanimous vote in favor of the motion.

ACTION ITEM (continued):

10-17 2011 Proposed Capital Budget

General Manager Frasier reviewed the 2011 Proposed Capital Budget. After discussion on the Capital Budget, a motion was made by Trustee Hutchinson and seconded by Trustee Lawler to approve the proposed 2011 Capital Budget as presented. There was a unanimous vote in favor of the motion.

10-18 Bath Savings Trust Company

Finance Director Knowles reported on setting up an investment account at Bath Savings Trust Company for the District to use for the investment of funds as needed and only with the Board of Trustees approval. After discussion a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to approve setting up the Bath Savings Trust Investment Account. There was a unanimous vote in favor of the motion.

10-19 Rate Collection Commitment

Finance Director Knowles reviewed the Trustee Commitment to the Treasurer Form which allows the District to initiate the lien process on properties with unpaid water bills for year 2011. A motion was made by Trustee Hutchinson and seconded by Trustee Philippon to have the Board of Trustees sign the 2011 Trustees Commitment to the Treasurer Form. 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 10, 2011 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. There was a unanimous vote in favor of the motion.

A motion was made by Trustee Hutchinson and seconded by Trustee Philippon 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 Philippon. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt
Recording Secretary