

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
December 12, 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: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on November 21, 2011. A motion was made by Trustee Hutchinson and seconded by Vice President Lawler to approve the minutes as amended. 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 November 30, 2011.

ENGINEERING REPORT:

Energy Savings & Cost Rebate

District Engineer Douglas reported that the District received a check in the amount of \$720.00 from Efficiency Maine to help offset the cost of upgrading the lighting at the Taylor Station. The total cost of the upgrade was \$2,900 and an annual saving of \$500.00 is expected. The existing ballasts were failing and the availability of the rebate made sense to complete the upgrade at this time.

Water Main Projects for 2012

District Engineer Douglas reported that the District has three projects under design at this time. The projects are:

- Green and Federal Street, Brunswick
- Union Street, Brunswick
- River Road, Brunswick (from Pleasant to the 12-inch cross country main to the old Brunswick standpipe).

Given the present construction costs, it is likely that the Union Street Project may be delayed until 2013/2014.

ENGINEERING REPORT (continued):

Phosphate Conversion

District Engineer Douglas reported that the District will be changing the phosphate product in January of 2012. The District will be changing from Coyne Chemical's CES Cor Free C-39 to Harcross Chemical's Aquacros 2050 or equivalent. The timing of this change is due to a doubling of the cost of the chemical increasing the annual cost from \$65,000 to \$130,000 and the announcement from Coyne Chemical that this phosphate line is being discontinued. The proposed product will cost \$26,000 annually but may cost up to \$40,000 to implement, due to potential changes in bulk storage, chemical feed equipment and additional monitoring that will be required for the lead and copper rule. We have developed a plan for the conversion and subsequent water quality monitoring and are requesting approval from the Drinking Water Program to proceed.

Asset Management Update

District Engineer Douglas reported that the District has been continuing efforts to implement asset management principles throughout the year. While the individual efforts are not noteworthy unto themselves when viewed on an annual basis, it is worth noting that we are progressing on the 10 year timeline. The implementation schedule has been marked up to detail the progress. The water quality database will ultimately contain components of the asset management system and given development challenges will modify the implementation schedule. As the water quality database project nears completion the District will be revising the asset management implementation plan to reflect our emerging understanding of our path forward.

GENERAL MANAGER'S REPORT:

PUC/CAD Decision – 71 Rossmore Road, Brunswick

General Manager Frasier reported on a request from Mr. Jake Plante of 71 Rossmore Road, Brunswick to be allowed to connect to the end of the existing main on Rossmore Road rather than extending the main to obtain water service. The District notified Mr. Plante that he would have to construct a water main extension from the end of the main to the center of the building per Chapter 650 of the PUC Rules. Mr. Plante appealed the District's decision to the Maine Public Utilities Commission, Consumer Assistance Division (CAD). In a letter dated December 2, 2011, CAD upheld the District's decision and sent a copy of their decision to Mr. Plante.

GENERAL MANAGER'S REPORT (continued):

MacDonald PUC/CAD Case

General Manager Frasier reported that Mrs. Judy MacDonald of 3 Finch Avenue, Topsham appealed the Boards decision to deny an abatement request to CAD at the Maine Public Utilities Division. CAD has requested and has been sent billing statements, customer contact logs and meter test results for the past 12 months. The meter was tested last week and recorded accurately.

MMEHT 2012 Rates

General Manager Frasier reported that effective January 1, 2012, the Maine Municipal Employees Health Trust Plan rate increase is 4 percent. All of the employees are enrolled in the PPO-1500 Plan that was offered in 2010.

ACTION ITEM:

11-27 Jackson Planning and Design Services

President Kay stated that the Selection Committee has given an 8-2 vote in favor of Wright Pierce for engineering services for the Jackson Planning and Design Services. A motion was made by Trustee Rossignol and seconded by Vice President Lawler to choose Wright Pierce for the engineering services for the Jackson Planning and Design Services based on the recommendation of the Selection Committee. There was a 4 to 2 vote in favor of the motion and to authorize execution of the contract for the engineering services.

11-30 2012 Operating Budget

Finance Director Knowles reviewed the 2012 Proposed Operating Budget. After discussion on the Proposed Operating Budget, a motion was made by Trustee Hutchinson and seconded by Trustee Philippon to approve the 2012 Operating Budget as presented. There was a unanimous vote in favor of the motion.

11-31 2012 Capital Budget

General Manager Frasier reviewed the 2012 Proposed Capital Budget. After discussion on the Proposed Capital Budget, a motion was made by Trustee Rossignol and seconded by Vice President Lawler to approve the Proposed 2012 Capital Budget with the exception of deferring the replacement of the backhoe for one year. There was a unanimous vote in favor of the motion

ACTION ITEM (continued):

11-32 Workers Comp Insurance

Finance Director Knowles reviewed a quote from Maine Municipal Association (MMA) in the amount of \$13,440 and a quote from Maine Employers Mutual Insurance Company (MEMIC) in the amount of \$13,430. After discussion a motion was made by Vice President Lawler and seconded by Trustee Hutchinson to approve Maine Employers Mutual Insurance Company (MEMIC) as the District's Workers Compensation Insurance Carrier. There was a unanimous vote in favor of the motion.

11-33 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 2012. A motion was made by Trustee Rossignol and seconded by Trustee Hutchinson to have the Board of Trustees sign the 2012 Trustees Commitment to the Treasurer Form. There was a unanimous vote in favor of the motion.

SECOND INVITATION FOR PUBLIC COMMENT:

NEXT MEETING:

The next meeting will be held on January 9, 2012 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 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