

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
May 12, 2008

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

ABSENT: Treasurer Woollacott was absent

GUESTS: None

AGENDA ADDITIONS:

MINUTES:

The Board reviewed the Minutes of the Meeting held on April 14, 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: None

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

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

ENGINEERING REPORT:

River Road Main Replacement

District Engineer Douglas reported that the District received a letter from the Drinking Water Program (DWP) informing the District that the River Road Water Main Replacement Project had been moved to the Primary Project List for the State Drinking Water Revolving Loan Fund (SRF) Program. The District immediately contacted the DWP to inform them that the project was ready to go out to bid the following week with plans and specification. By delaying the bidding process for a couple of weeks, and with the assistance of the DWP, the capacity review, environmental review, engineering evaluation, contract and specification review, loan application process and publishing of the Environmental Determination were completed. The bids for the project will now be due on May 22, 2008 with construction to begin in early June. The SRF interest rate on the bond will be 2.75%.

ENGINEERING REPORT (continued):

GIS Update

District Engineer Douglas reported that the District has completed approximately 20% of the mapping of the mains and mainline valves in the distribution system. The District has hired Mr. Keith Levasseur as a summer intern to assist with the GIS Mapping Project. Two corporations have been contacted to beta test their software for the new laptop to identify software options that will meet the needs and budget of the District.

Taylor Well No. 5 Progress Report

The first test hole at the Taylor Station Well No. 5 has been completed. The results were not as favorable as hoped, so a second test hole will be started.

GENERAL MANAGER'S REPORT

Taylor Station Waste Discharge License

General Manager Frasier reported that the Taylor Station Waste Discharge License will have a minor permit revision when the permit expires in September. The revision changes the sampling protocol so it will be the same as prior to 2003.

Sale of Land

General Manager Frasier reported that Mr. Donald Gerrish, Brunswick Town Manager, has informed the District that the Town may be interested in purchasing the District property located next to Route 295. Wright-Pierce has been retained by the Town to do a feasibility study for an industrial development. Mr. Gerrish also stated that the Town would not be interested in the Merryman Lane property.

It was the consensus of the Board to hire an appraiser to obtain a formal appraisal of both properties. Once the appraisals are completed, Vice President Rossignol and Trustee Hutchinson will be contacted with the dollar figure.

Staffing

General Manager Frasier reported that Mr. William Gaffney of Nancy Drive, Brunswick began his employment with the District on this date. Mr. Gaffney was hired as an A-3 Pumping and Treatment Technician which completes the staffing for the Pumping and Treatment Division.

ACTION ITEMS:

08-08 Confined Space Rescue

District Engineer Douglas reported to the Board on an Agreement with the Brunswick Fire Department to provide confined space rescue response for the District. The Rescue Response Agreement is a requirement of the Department of Labor. The estimated cost is \$2,000.00 per year for equipment purchase and training. After a discussion on the Agreement, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to authorize entering into an Agreement with the Brunswick Fire Department to provide Confined Space Rescue Response. There was a unanimous vote in favor of the motion.

08-09 River Road Main Replacement Incentive/Disincentive Program

District Engineer Douglas reviewed the Incentive/Disincentive provisions in the River Road Water Main Replacement Project Contract. After discussion on the Program, a motion was made by Vice President Rossignol and seconded by Trustee Hutchinson to approve the Incentive/Disincentive Program. There was a unanimous vote in favor of the motion.

**08-10 River Road Main Replacement
Authorization to Sign Construction Documents**

Due to the tight schedule of the River Road Water Main Replacement Project, authorization was requested for the General Manager to sign construction documents on behalf of the District. A motion was made by Trustee Kay and seconded by Vice President Rossignol to authorize the request. 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 June 9, 2008 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Vice President Rossignol and seconded by Trustee Lawler to adjourn to Executive Session to discuss personnel issues.

The meeting returned to the regular order of business. A motion to adjourn was made by Trustee Hutchinson and seconded by Trustee Kay. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt
Recording Secretary