

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
July 14, 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.

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the Minutes of the Meeting held on June 9, 2008. A motion was made by Trustee Lawler and seconded by Trustee Hutchinson to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

CORRESPONDENCE:

General Manager Frasier read a letter from District Employee Ed Tharp regarding approximately two cords of wood cut from District land at the Jackson Station. After discussion, a motion was made by Trustee Lawler and seconded by Trustee Kay to offer the wood to the employees of the District in accordance with the Policy and Procedures for Disposal of Wood Cut from District Property at a minimum bid of \$100. If the minimum bid is not received, the District will consider an organization to donate the wood to, who will in turn give it to a needy family in the area. There was a unanimous vote in favor of the motion.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

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

OPERATIONS MANAGER'S REPORT: None

ENGINEERING REPORT:

River Road Main Replacement

District Engineer Douglas reported that H.C. Crooker & Sons are making excellent progress on the River Road Main Replacement Project. There have been a few complaints related to the construction activities, but H.C. Crooker has been able to address the individual concerns. The first progress meeting was held on this date. The contractor handed in the first partial pay requisition in the amount of \$500,000.

ENGINEERING REPORT (continued):

GIS Update

District Engineer Douglas reported that the mapping of the mains and mainline valves of the distribution system is 50% completed. Mr. Eric Gagnon and Engineer Douglas completed a course on *Managing Editing Workflows in a Multiuser Geodatabase*. This course will be a cornerstone in the upcoming years for managing workflows and data updates from the field in a robust and efficient manner.

Taylor Well No. 5

District Engineer Douglas reported that R.E. Chapman has completed the low rate development of the 24-inch production well at the Taylor site. The District with the help of Ray's Electric, Hegarty Plumbing and EII will complete the piping, electrical and instrumentation installations to integrate the well into the system to allow for the initial start-up and pump testing. The well should be on line in approximately three months. The District has also received approval from the State of Maine for the abandonment plan for Taylor Well No. 4. The abandonment plan would provide an impermeable seal for the well. This seal could be removed, with effort, if the installation ever needs to be revisited in the future.

Asset Management Plan

District Engineer Douglas gave a short power point presentation to the Board on an Asset Management Approach Plan. An Asset Management Approach Plan for the Brunswick and Topsham Water District was distributed to the Board for review.

GENERAL MANAGER'S REPORT:

Eastman/Coombs Matter

General Manager Frasier reported that the Eastman / Coombs final settlement has been ratified by all interested parties except the Eastmans. Due to their delay in signing the required documents, the District continues to regularly incur legal expenses for periodic review of documents and correspondence.

Employee Handbook

General Manager Frasier reported that the District is in the process of preparing a new Employee Handbook that will outline the District's policies related to personnel matters. The Employee Handbook will be presented to the Board over the next upcoming months for policy approvals.

GENERAL MANAGER'S REPORT (continued):

Temporary Office Clerk Position

General Manager Frasier reported that Sarah Rogers from Bonney Staffing Center has been covering for Carey Douglass, Billing Clerk, who will be returning to work at the end of this month. Sarah will be covering for Nancy Bucholdt while she is on vacation and with that in mind, the District plans on assigning data entry work related to the GIS effort, among other things to Sarah. The plan is to keep Sarah working at the District until the end of the year.

ACTION ITEMS:

08-13 Pension Plan Update - QDRO

Finance Director Knowles reviewed the Qualified Domestic Relations Order (QDRO) to be added to the Brunswick and Topsham Water District Pension Plan. The Form of Votes reads as follows:

FORM OF VOTES
Brunswick and Topsham Water District

VOTED: To amend and restate the Brunswick and Topsham Water District Pension Plan (the "Pension Plan"), generally effective as of August 1, 2008 and as otherwise required to comply with the requirements of the Economic Growth, Tax Relief Reconciliation Act of 2001 and the Pension Protection Act of 2006.

FURTHER

VOTED: That the General Manager be and hereby is authorized and directed to execute the Pension Plan in the form attached hereto on behalf of the Brunswick and Topsham Water District.

FURTHER

VOTED: That the General Manager be and hereby is authorized and directed to request a determination letter from the Internal Revenue Service with regard to the continuing qualification of the Pension Plan, as amended.

FURTHER

VOTED: That the Administrative Committee of the Pension Plan be and hereby authorized and directed to adopt procedures regarding domestic relations orders in accordance with Section 414(p) of the Internal Revenue Code.

After discussion, a motion was made by Trustee Lawler and seconded by Trustee Hutchinson to approve the Form of Votes document as distributed. There was a unanimous vote in favor of the motion.

08-14 Topsham Post Office Box

General Manager Frasier reviewed the possibility of changing the use of the Brunswick Post Office Box to a Post Office Box in Topsham. After discussion on the issue, a motion was made by Trustee Hutchinson and seconded by Vice President Rossignol to approve the change. 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 August 11, 2008 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Trustee Kay and seconded by Trustee Hutchinson to adjourn to Executive Session to discuss legal and personnel issues.

A motion was made by Trustee Lawler and seconded by Vice President Rossignol 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