

BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
August 11, 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:

**Action Item 08-16 – Authorization for the General Manager to Execute an Easement Deed Related to the Eastman/Town of Brunswick Matter.**

MINUTES:

The Board reviewed the Minutes of the Meeting held on July 14, 2008. A motion was made by Trustee Kay and seconded by Trustee Hutchinson to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

CORRESPONDENCE:

Trustee Lawler reported that she has received correspondence from the Town of Brunswick informing her that her term as a Brunswick and Topsham Water District Trustee is going to expire in September. Trustee Lawler will have an interview for the Trustee opening next week and the Brunswick Town Council meeting to be held on September 2, 2008.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports for the month ending July 31, 2008.

OPERATIONS MANAGER'S REPORT:

*Bowdoin College Meter Replacement*

Operations Manager Alexander reported that during the annual Large Meter Testing Program (4 inch meters and larger), the meter which serves the north end of the Bowdoin College Campus tested outside of the allowable limits. The District will be replacing this meter with a Sensus 6 x 2 fire line meter at a cost of \$12,500.00. As part of this meter change, the District will explore the possible implementation of a Sensus Automatic Read System via the Radio Read equipment. If implemented, initial emphasis would be placed on meter pits and meter locations that are security sensitive.

## ENGINEERING REPORT:

### *River Road Main Replacement*

District Engineer Douglas reported that H.C. Crooker & Sons have completed the first phase of the River Road Main Replacement Project and are working on the punch list and they should attain the maximum incentive clause. The second progress meeting was held and the contractor handed in the second partial pay requisition in the amount of \$380,000. The outlook for completing both phases this year is excellent. The Town of Brunswick has contracted H.C. Crooker and Sons to pave the other half of River Road during this Project so the entire road of the main replacement will have new pavement when the Project is completed.

### *GIS Update*

District Engineer Douglas reported that 75% of the mapping of the main and mainline valves in the distribution system has been completed. The District is planning for the data to be ready for the Master Plan this fall and will be the cornerstone of the distribution portion of the Asset Management Plan.

District Engineer Douglas gave a brief demonstration of the Toughbook® laptop to be Board. The demonstration illustrated what the District distribution map looks like on a GIS platform.

### *Taylor Well No. 5*

District Engineer Douglas reported that R.E. Chapman has completed the sanitary seal for the 24-inch production well at the Taylor site. The well should be on line in a month or two.

### *Holden Well*

District Engineer Douglas reported that R.E. Chapman was retained to redevelop the Holden Well. The Holden Well was originally rated at 145 gpm/ft of capacity, but the well has decreased over the years to approximately 70 gpm/ft. R.E. Chapman was able to redevelop the well so now it is able to produce 115 gpm/ft. Hegarty Plumbing was retained to remove, refurbish and reinstall the pump. The pump for the well was in excellent condition; only the column pipe and spider rings were in need of replacement along with minor machining to the shaft assembly.

## GENERAL MANAGER'S REPORT:

### *Sale of Land*

General Manager Frasier reported that the District has retained R.S. Thing Appraisers of Brunswick to prepare appraisals for the Pleasant Street and Merryman Lane, Brunswick properties.

GENERAL MANAGER'S REPORT (continued):

*District Website*

General Manager Frasier reported that the District website is nearly completed and should be finalized in the next month or so. All comments and suggestions are welcome.

ACTION ITEMS:

**08-15 Asset Management Project**

General Manager Frasier requested that the Board take any action it deems necessary to implement the Proposal for a Special Asset Management Project. A motion was made by Trustee Hutchinson and seconded by Trustee Kay to approve the Asset Management Project as outlined in the proposal. There was a unanimous vote in favor of the motion.

**08-16 Authorization for the General Manager to Execute an Easement Deed Related to the Eastman/Town of Brunswick Matter.**

General Manager Frasier requested authorization to execute an Easement Deed related to the Eastman/Town of Brunswick turn-around issue. A motion was made by Vice President Rossignol and seconded by Trustee Hutchinson to approve the authorization 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 September 8, 2008 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 legal 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