

BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
September 8, 2008

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

ABSENT: Trustee Hutchinson and Treasurer Woollacott were absent.

AGENDA ADDITIONS:

MINUTES:

The Board reviewed the Minutes of the Meeting held on August 11, 2008. A motion was made by Vice President Rossignol and seconded by Trustee Lawler to accept the minutes as distributed. There was a unanimous vote in favor of the motion.

CORRESPONDENCE:

Trustee Lawler informed the Board that she has been voted in by the Brunswick Town Council to serve as a Trustee of the Brunswick and Topsham Water District for another three years.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

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

OPERATIONS MANAGER'S REPORT: None

ENGINEERING REPORT:

*River Road Main Replacement*

District Engineer Douglas reported that H.C. Crooker has completed the first phase of the River Road Main Replacement Project and has attained the maximum incentive clause in the amount of \$80,000. The second phase has been completed, except for cleanup and seeding, and they are planning to complete the paving project this year. The second maximum incentive clause will be approximately \$48,000.

ENGINEERING REPORT (continued):

*GIS Update*

District Engineer Douglas reported that the District has completed mapping 90% of the mains and mainline valves of the distribution system and plans to have the data complete for the Master Plan and Asset Management Plan for the fall. The Public Utilities Commission (PUC) has requested that the District reformat the mapping data that was submitted to them in 2002. The PUC, with the help of the Maine Office of GIS (MEGIS), are attempting to build a unified GIS map of all utilities in the State. The District has requested and received permission to submit this data on the new GIS mapping by January 1, 2009.

*Taylor Well No. 5*

District Engineer Douglas reported that the District has completed the yard piping in the Taylor well field. Hegarty Plumbing is scheduled to set the pump and motor later this week, with the other trades to complete their tasks in the well field. The District is planning to use Jacques Whitford to help with the 24-hour performance test and to update the travel zone maps to a GIS standard so they can be more readily shared with the Towns and the State.

District Engineer Douglas reported that the Discharge Renewal Permit for the Taylor Station is up for renewal. The 5 year renewal will be submitted this month.

*Lead and Copper Sampling*

District Engineer Douglas reported that the required Lead and Copper Sampling Program has started. A pool of 60 customers were contacted to participate in the Sampling Program. Thirty-eight customers responded to the request.

GENERAL MANAGER'S REPORT:

*Sale of Land*

General Manager Frasier reported that the District has received the appraisal for the Merryman Lane, Brunswick property from R.S. Thing Appraisers. The Pleasant Street, Brunswick parcel appraisal should be received by the end of September.

General Manager Frasier reported that the Brunswick Sewer District Board of Trustees will be having a tour of the District's facilities on Tuesday, September 9, 2008.

**ACTION ITEMS:**

**08-17 Request for Abatement – Topsham Fair**

General Manager Frasier reviewed an abatement request by Sagadahoc Agricultural and Horticultural Association (Topsham Fair). After reviewing the Policy and Procedures for Abatement of Unusually High Water Bills Due to Unpredictable Leakage, a motion was made by Vice President Rossignol and seconded by Trustee Moll to credit the Association's account by \$956.00. 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 October 20, 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 legal issues.

A motion was made by Trustee Lawler and seconded by Trustee Kay to adjourn the Executive Session and return to the regular order of business. A motion to adjourn was made by Trustee Kay and seconded by Trustee Lawler. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Nancy Bucholdt  
Recording Secretary