

**BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING**

April 10, 2023

President Meunier called the Meeting to order. Roll call was taken. Others present were: Vice President Philippon, Trustees Ivery, Kay, Lawler, and Moll, General Manager Douglas, Director of Finance Knowles, Director of Operations Cobb, and District Engineer Schofield.

Absent: Treasurer May

AGENDA ADDITIONS: None

CORRESPONDENCE: None

INVITATION FOR PUBLIC COMMENT: None

MINUTES:

The Board reviewed the minutes of the meeting held on March 13. A motion was made by Trustee Moll and seconded by Trustee Ivery to approve the minutes. There was a unanimous vote in favor of the motion.

FINANCIAL REPORTS:

Director of Finance Knowles reviewed the Financial Reports for the month ending March 31, 2023.

DISTRICT ENGINEER'S REPORT:

Old Bath Road Water Main Extension

District Engineer Schofield informed the Board the Town of Brunswick has applied for funding to finance a two-mile water main extension on Old Bath Road to serve Bay Bridge Estates Trailer Park. The main will alleviate the park's water issues and add fire protection to the area. If funding is acquired the District will complete the plans and specifications, and provide construction inspections. Once the main is constructed and put in service the District will take ownership of the main within the public right of way.

101 Bath Road, Brunswick

District Engineer Schofield informed the Board the District has been approached by developers interested in redeveloping the former gas station located at 101 Bath Road, Brunswick. The property is located within the Aquifer Protection Overlay 1 Zone. The redevelopment of the property would require the District's written support to allow an exemption to the zoning ordinance. With the ongoing PFAS investigation at Jordan Avenue Station the District is not supporting any proposed redevelopment.

Androscoggin River Crossing

District Engineer Schofield informed the Board three bids were received on March 30, for the installation of the new water main under the Androscoggin River. Henniker Directional Drilling of Henniker, New Hampshire was the lowest bidder with a cost of \$742,000.00. Wright-Pierce submitted a bid of \$980,000.00, Engineers Construction, Inc. bid \$1,289,522.00, and Directional Technologies, Inc. bid \$940,250.00.

The River Road, Brunswick side of the project will require crossing a stream that passes under the well access road. The cost for the stream crossing was not included in the original bid. Henniker will be asked to provide a price to directionally drill under the stream. There is an action item to award the contract to Henniker, and execute a change order if the cost is favorable.

Holden Station Heating Oil

District Engineer Schofield informed the Board the District has been monitoring the heating oil consumption at Holden Station from September 1, to present. Over this period 11,000 gallons of heating oil have been used. The heating oil supplies two boilers that heat the garage and filter area and domestic hot water for the building. Allied Engineering estimated annual usage would be 8,000-9,000 gallons. The District found and has addressed a number of issues that were to blame for the high usage. Fuel consumption will continue to be monitored and investigated.

GENERAL MANAGER'S REPORT:

Rate Case Initiation

General Manager Douglas informed the Board the District needs to start a rate case for the second \$17.5 million bond issuance for the Holden Treatment Station. The rate case is anticipated to be in the 18.5% range. A public hearing is set for May 8, at 5:30 p.m. with the Regular Board Meeting following, and a possible effective date of July 1. There is an action item to authorize the process.

Holden Station Water Quality

General Manager Douglas informed the Board that Holden Station continues to produce exceptional water quality. The District has cut the applied chlorine dose in half and continues to decrease it. CDM Smith is in the final phases of completing the O&M and inspection services and is requesting an additional \$106,000.00 for the completion of work. The original contract for engineering services was valued at \$3,065,000.00

Highland Green Master Meter Unaccounted for Water

General Manager Douglas informed the Board Highland Green converted to a master meter to reduce the fire protection charges, but made them responsible for the water use difference between the master meter and the sum of the 220+ residential meters. The number turned out to be exceedingly large, resulting in bills ranging from \$15,000.00 to \$29,000.00. The leakage rate in their system is three times greater than that of the District and a hundred times greater than allowed for a newly installed water main. The unexpectedly high bills created an unbudgeted hardship. The District feels to resolve the issue would be to authorize the General Manager to create a specialized abatement to facilitate the tightening of the system to reduce unaccounted-for water. After some discussion, it was determined this would be the best approach. There is an action item to process an abatement.

Lead Services Grant Application

General Manager Douglas informed the Board the District has applied for \$59,000.00 worth of grant monies for investigating and identifying lead and galvanized services.

Fiver River Council Update and Regional Meeting

General Manager Douglas informed the Board the District will be hosting a joint meeting of the Fiver River Council members and their Boards on Thursday, May 11, at 5:00 p.m. at the Holden Station

SECOND INVITATION FOR PUBLIC COMMENT: None

ACTION ITEMS:

23-02 Authorize a Rate Case for 2023

A motion was made by Trustee Kay and seconded by Trustee Ivery to direct the General Manager to proceed with development of a rate case for 2023. There was a unanimous vote in favor of the motion

23-03 Authorize an Abatement for Highland Green Master Meter

A motion was made by Trustee Lawler and seconded by Trustee Moll to authorize the General Manager to process an abatement for the Highland Green master meter contingent on Highland Green conducting a water loss investigation and making the necessary repairs. There was a unanimous vote in favor of the motion.

23-04 Engineering Amendment for Holden Station

A motion was made by Trustee Moll and seconded by Trustee Lawler to authorize the General Manager to proceed with an amendment to the engineering services agreement for the Holden Station for \$106,000.00 to cover expenses due to the project overrun of nine months. There was a unanimous vote in favor of the motion.

23-05 Award and Modification for Androscoggin River Crossing

A motion was made by Trustee Kay and seconded by Vice President Philippon to authorize the General Manager to proceed with awarding the Androscoggin River project and executing a change order for the stream crossing if costs are favorable. There was a unanimous vote in favor of the motion.

A motion was made by Trustee Ivery and seconded by Trustee Lawler to adjourn to Executive Session Per Title 1 MRSA Section 405 (6) (A) to Discuss Personnel Issues, and Section 405 (E) to Discuss Legal Issues. There was a unanimous vote in favor of the motion at 6:19 p.m.

A Motion was made by Trustee Lawler and seconded by Trustee Ivery to adjourn from executive session and return to the regular meeting. There was a unanimous vote in favor of the motion at 6:30 p.m.

A Motion was made by Trustee Lawler and seconded by Trustee Ivery to adjourn. There was a unanimous vote in favor of the motion.

NEXT MEETING:

The next regular meeting will be held on Monday, May 8, following the scheduled public hearing slated for 5:30 p.m.

Respectfully submitted,
Linda Deacetis
Recording Secretary