

**BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
January 11, 2021**

**Meeting held at Jackson Station, 266 River Rd and available  
remotely with teleconference due to COVID 19**

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

Absent: Trustee Kay

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the meeting held on December 12. A motion was made by Trustee Philippon and seconded by Trustee Lawler to approve the minutes. There was a unanimous vote in favor of the motion.

CORRESPONDENCE: None

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

There were no financial reports due to end of year closeout.

DIRECTOR OF OPERATIONS REPORT:

Director of Operations Cobb reviewed with the Board the maintenance procedures Pumping and Treatment and Distribution staff have been working on.

ENGINEER'S REPORT:

*2021 Main Replacement*

District Engineer Schofield informed the Board the District has been preparing for the upcoming projects on Cedar Street and Hawthorne Street and should have them out to bid by next month.

*Redundant Williams Well*

District Engineer Schofield informed the Board the District has received and reviewed a proposal for Phase I and Phase II for the redundant Williams Well from Wright-Pierce.

*Plotter Replacement*

District Engineer Schofield informed the Board the District is in need of replacing the plotter used for printing plan sheets. The current plotter was purchased in 2009 and has been requiring more maintenance.

GENERAL MANAGER'S REPORT:

*Topsham Filtration Facility Update*

General Manager Douglas informed the Board construction on the new facility continues to progress well. The high walls for the filtration area have been completed. The masons will be on site next week. General Manager Douglas informed the Board the price of steel has increased and the contractor has submitted information for a cost consideration. The District has given the information to CDM Smith for evaluation and recommendations.

The District approved the Application for Partial Payment Estimate No. 8 for work completed November 16, 2020, through December 15, 2020 in the amount of \$932,272.89.

ADDITIONAL COMMENTS: None

ACTION ITEMS:

21-01 Williams Well Phase I (TCS)

A motion was made by Trustee Moll and seconded by Trustee Philippon to amend the capital budget by increasing the line item "Williams Well- Phase I" to \$83,000. There was a unanimous vote in favor of the motion.

21-02 Plotter Replacement (TCS)

A motion was made by Trustee Lawler and seconded by Vice President Meunier to amend the Capital Budget to include \$10,000 for a new plotter. There was a unanimous vote in favor of the motion.

Second Invitation for Public Comment: None

A motion was made by Trustee Moll and seconded by Trustee Lawler to adjourn to Executive Session Per Title 1 M RSA Section 405 (6) (A) to Discuss Personnel Issues. There was a unanimous vote in favor of the motion.

The Executive Session began at 5:43pm and ended at 5:49pm. A motion was made by Trustee Philippon and seconded by Trustee Moll to adjourn from Executive Session and return to the Regular Meeting. There was a unanimous vote in favor of the motion.

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

NEXT MEETING:

The next regular meeting will be held on February 8, 2021 at 5:30 p.m.

Respectfully submitted,  
Linda Deacetis  
Recording Secretary