

**BRUNSWICK AND TOPSHAM WATER DISTRICT     DRAFT**  
**MINUTES OF REGULAR MEETING**  
**February 8, 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, Kay, and Moll, General Manager Douglas, Director of Finance Knowles, Director of Operations Cobb, and District Engineer Schofield.

Absent: None

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the meeting held on January 11. A motion was made by Trustee Lawler and seconded by Vice President Muenier to approve the minutes. There was a unanimous vote in favor of the motion.

MINUTES – December Special Meeting:

The Board reviewed the minutes of the special meeting held on December 14, 2020 for the 2021 Proposed Rate Increase. A motion was made by Trustee Lawler and seconded by Vice President Meunier. There was a unanimous vote in favor of the motion.

CORRESPONDENCE: None

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports for the month ending January 31, 2021.

DIRECTOR OF OPERATIONS REPORT:

*Water Main Breaks*

Director of Operations Cobb informed the Board of the main breaks on Summer Street, Brunswick and Winter Street, Topsham. The break on Winter St. caused substantial damage to vehicle and homes. The Maine Tort Claim Act was discussed which provides immunity from liability for the recovery of damages. This could be difficult for customers who do not have full insurance coverage on their vehicle and/or property.

ENGINEER'S REPORT:

*Frank Wood Bridge Update*

District Engineer Schofield informed the Board the process for the Frank Wood Bridge is moving forward. Maine Department of Transportation will be putting the job out to bid sometime after July.

GENERAL MANAGER'S REPORT:

*Topsham Filtration Facility Update*

General Manager Douglas informed the Board construction on the new facility continues to progress well. A crane is onsite for the placement of steel which will be the majority of work over the next several months.

Partial Payment Estimate No. 9 for work completed December 16, 2020, through January 15, 2021 in the amount of \$901,876.430 has been paid and was reviewed. General Manager Douglas reviewed the current Change Orders to the Topsham Filtration Facility. There was additional discussion on the letter from CDM Smith for Structural Steel price escalations due to price increases. There was unanimous consensus that the District should pay the escalation in full as recommended by CDM Smith

ADDITIONAL COMMENTS: None

ACTION ITEMS:

21-03 Engineering Services Frank Wood Bridge (TCS)

A motion was made by Trustee Moll and seconded by Trustee Lawler to amend the capital budget to include \$62,000 for the design services for a water main on the Frank J. Wood Bridge. There was a unanimous vote in favor of the motion.

Second Invitation for Public Comment: None

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

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NEXT MEETING:

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

Respectfully submitted,  
Linda Deacetis  
Recording Secretary