

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
August 9, 2021

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

Absent: N/A

AGENDA ADDITIONS:

General Manager Douglas shared a letter from a customer thanking the District for assisting them with a pressure issue.

21-07 Certificate of Authorization for Transactions with H.M. Payson (CWD)
The Board is requested to take any action it deems necessary.

MINUTES:

The Board reviewed the minutes of the meeting held on July 12. A motion was made by Trustee Kay and seconded by Vice President Meunier to approve the minutes. There was a unanimous vote in favor of the motion.

CORRESPONDENCE: Photos from David Gardner from 1971 Jackson Project.

General Manager Douglas shared with the Board David Gardner's visit to the District. Mr. Gardner was one of the engineers from Wright Pierce involved in the construction of our current filter plant at the Jackson Station during the 1970s.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

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

DIRECTOR OF OPERATIONS REPORT: None

ENGINEER'S REPORT:

Cedar Street Main Replacement

District Engineer Schofield informed the Board progress on Cedar Street is going well and moving along faster than expected. The water main was tied in and services were reconnected to some customers. The project should be completed in one week.

Service Line Inventory

District Engineer Schofield informed the Board the District has begun collecting material information on services that will be reported in 2021. Service lines that are privately owned may be vacuum excavated, customers may be asked to submit photos to the District or do inspections inside the dwellings to determine materials used.

Galvanized Service Replacements

District Engineer Schofield informed the Board thirty-two galvanized iron services will be removed and replaced with copper during the Hawthorne Street main replacement project.

Service Saddles Replacements

District Engineer Schofield informed the Board the District is replacing stainless steel and epoxy-coated component service saddles from the 1980s. The replacements are done in conjunction with the Towns pavement schedules each year.

GENERAL MANAGER'S REPORT:

Topsham Filtration Facility Update

General Manager Douglas informed the Board construction on the new facility continues to progress well. MWH has six to eight sub-contractors on site every day.

Partial Payment Estimate No. 15 for work completed June 16, 2021, through July 15, 2021 in the amount of \$904,625.80 was reviewed and has been paid.

Changes to Remote Meeting Requirements

General Manager Douglas informed the Board of changes being made to remote meeting requirements. The Legislature has made remote participation in public board meetings permissible. Under the new law board members if needed can participate remotely as well as the public. General Manager Douglas will write a District policy to present to the Board.

Donation to New England Water Works Association Virtual Technology Campaign

General Manager Douglas informed the Board due to the pandemic online learning has become a necessity. New England Water Works Association (NEWWA) has initiated a \$150,000 fund raiser to enhance and support remote learning and feels the District would benefit by supporting the campaign.

ADDITIONAL COMMENTS: None

ACTION ITEMS:

21-05 Line of Credit Renewal (DOK)

A motion was made by Trustee Lawler and seconded by Vice President Meunier to renew the revolving line of credit of \$250,000 with Bath Savings Institution. There was a unanimous vote in favor of the motion.

21-06 New England Water Works Association Virtual Technology Campaign

A motion was made by Vice President Meunier and seconded by Trustee Lawler to donate \$1,000 to New England Water Works Association's virtual technology campaign. There was a unanimous vote in favor of the motion.

21-07 Certification of Authorization for Transactions with H.M. Payson (CWD)

A motion was made by Trustee Lawler and seconded by Vice President Meunier to allow two officers of the District authorize and direct to act on behalf of the District in relation to its activities with H. M Payson & Co. 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 Vice President Meunier to adjourn to Executive Session Per Title 1 MRSA Section 405 (6) (A) to Discuss Personnel Issues. There was a unanimous vote in favor of the motion.

A motion was made by Trustee Lawler and seconded by Vice President Meunier to adjourn from Executive Session and return to the Regular Meeting. There was a unanimous vote in favor of the motion.

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NEXT MEETING:

The next regular meeting will be held on September 13, 2021 at 5:30 p.m.

Respectfully submitted,
Linda Deacetis
Recording Secretary