

**BRUNSWICK AND TOPSHAM WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**September 13, 2021**

**DRAFT**

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

Absent: Vice President Meunier

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the meeting held on August 9. A motion was made by Trustee Lawler and seconded by Trustee Philippon to approve the minutes. 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 August 31, 2021.

DIRECTOR OF OPERATIONS REPORT: None

ENGINEER'S REPORT:

*Hawthorne Street Main Replacement*

District Engineer Schofield informed the Board the Hawthorne Street Main Replacement project will begin mid-October. Crooker Construction will be installing 6-inch ductile iron and replacing 32 service lines. The project is expected to take 3 to 4 weeks to complete.

*Frank J. Wood Bridge Main Replacement*

District Engineer Schofield informed the Board the design for the Frank J. Wood Bridge Main Replacement project has been completed by Wright-Pierce with an estimate of \$1,610,00 including a 10% contingency. The District will be applying for funding through the Maine Drinking Water Program State Revolving Fund. The bid for the project is anticipated to go out in October.

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 up to ten sub-contractors on site. The skylights have been installed, and raw and finish water lines have been disinfected.

Partial Payment Estimate No. 16 for work completed July 16, 2021, through August 15, 2021 in the amount of \$999,438.70 was reviewed and has been paid.

*Staffing Update*

General Manager Douglas informed the Board the District had two Distribution employees give their notice. One left to pursue higher education and the other left for better pay with similar benefits.

*Remote Meter Reading Investigation*

General Manager Douglas informed the Board the District has been experiencing significant issues with the remote meter reading system from Mueller Systems. Mueller has experienced a loss of staff since moving their headquarter from Massachusetts to Georgia which has impacted the District's support from them. The District has shared its frustrations with Mueller and no changes have been made. The District has reached out to managers at three other districts that use the Mueller system and were informed they are dealing with the same issues. With no system improvements the District feels it is time to fully investigate the possibility of changing systems. The District's goal is to have a recommendation for the Board for the 2022 budget.

*Fire Protection Charge Evaluation*

General Manager Douglas informed the Board the District is working on restructuring its fire protection charges. The goal is to create a more simplified system that charges per appurtenance to eliminate billing confusion. The District's goal is to have the evaluation ready for the 2022 rate case allowing for the impact of the rebalancing of charges and fees for the rate cases in 2022 and 2023.

*Remote Meeting Policy*

General Manager Douglas informed the Board the Remote Meeting Policy will be discussed at the October Meeting.

*October Board Meeting*

General Manager Douglas informed the October Board meeting will be held on Monday, October 18, due to Columbus Day.

ADDITIONAL COMMENTS: None

ACTION ITEMS: None

Second Invitation for Public Comment: None

A motion was made by Trustee Lawler and seconded by Trustee Philippon to adjourn to Executive Session Per Title 1 MRSA Section 405 (6) (A) to Discuss Personnel Issues at 6:00 p.m. There was a unanimous vote in favor of the motion.

A motion was made by Trustee Lawler and seconded by Trustee Philippon to adjourn from Executive Session and return to the Regular Meeting at 6:15 p.m. There was a unanimous vote in favor of the motion

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

NEXT MEETING:

The next regular meeting will be held on October 18, 2021 at 5:30 p.m.

Respectfully submitted,  
Linda Deacetis  
Recording Secretary