

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
November 8, 2021

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

Absent: None

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the meeting held on September 13, and October 18. 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 October 31, 2021.

DIRECTOR OF OPERATIONS REPORT:

Jordan Avenue Station PFAS Update

Director of Operations Cobb reviewed with the Board the PFAS testing results. The results indicate PFAS are originating in the lower wellfield. Further sampling was done on November 1, sampling anything the water comes in contact with such as HDPE pipe, SCH80 PVC, Teflon thread sealant, PVC cement, Androscoggin River water upstream and downstream of dam to pinpoint the where the PFAS is originating from.

Hydrant Maintenance

Director of Operations Cobb informed the Board the District has completed maintenance on most of the public hydrants. No major issues have been found and the hydrants are in great condition.

Private Hydrant Maintenance Program has begun for the season.

District Well Testing

Director of Operations Cobb informed the Board all of the District's wells are scheduled to be tested by DL Maher on November 16 and 17.

ENGINEER'S REPORT: None

GENERAL MANAGER'S REPORT:

Topsham Filtration Facility Update

General Manager Douglas informed the Board construction on the new facility continues to progress well. There are at least ten subcontractors consistently working on site. The concrete aprons for the garage have been poured, and sheet rock on the second floor has been hung and taped. The second and third major piping shipments have been delayed.

Partial Payment Estimate No. 17 for work completed August 16, 2021, through September 15, 2021 in the amount of \$2,172,794.13 was reviewed and has been paid.

Partial Payment Estimate No. 18 for work completed September 16, 2021 through October 15, 2021 in the amount of \$1,311,416.37 was reviewed and has been paid.

Remote Meter Reading Investigation

General Manager Douglas informed the Board the situation with Mueller has not improved. The meter task force expects the issues the District has been encountering will become more prevalent and severe at the system ages. The same issues are shared by many other utilities. The District is expecting a complete swap to Sensus in 2022.

Lead and Copper Rule Changes

General Manager Douglas informed the Board significant changes are coming to the lead and copper rule. The changes will require considerable time from staff and expense to the District to meet all the requirements. The District will look at working with customers on replacing galvanized services due to the new rules to help minimize cost.

Remote Meeting Policy

General Manager Douglas presented the Board with a Remote Meeting Policy.

Action Items:

21-07 Remote Meeting Policy

The Board is requested to take any action it deems appropriate to adopt a remote meeting policy to allow for meeting remotely should it become necessary.

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

21-08 2022 Proposed Capital Budget

The Board is requested any action it deems necessary to approve the 2022 Proposed Capital Budget.

A motion was made by Trustee Lawler and seconded by Vice President Meunier to approve the 2022 Capital Budget. There was a unanimous vote in favor of the motion.

21-09 Authorization to use Referral and Retention Bonuses

The Board is requested to take any action if deems appropriate to authorize the General Manager to issue referral and retention bonuses.

A motion was made by Trustee Lawler and seconded by Vice President Meunier to authorize the general manager to offer, when he sees fit, referral and retention bonuses totaling \$1,500 per unfilled position. This authorization does not set a policy for requiring such bonuses. There was a unanimous vote in favor of the motion.

21-10 Election of Officers

In accordance with requirements of Article II, Paragraph 1 of the Brunswick and Topsham Water District By-Laws, the following action was taken for the Election of Officers:

President Ivery turned the meeting over to Clerk Douglas who was designated Chairman Pro-Tem. Chairman Pro-Tem Douglas opened nominations for the office of President. Trustee Kay nominated Trustee Ivery for the Office of President. With no other nominations Chairman Pro-Tem Douglas closed nominations and cast one ballot for Trustee Ivery for the office of President.

President Ivery asked for nominations for the office of Vice President. Trustee Kay nominated Trustee Meunier for the Office of Vice President. With no other nominations President Ivery closed nominations and cast one ballot for Trustee Meunier for the Office of Vice President.

President Ivery asked for nominations for the Office of Clerk. Trustee Lawler nominated Craig Douglas for the Office of Clerk. With no other nominations, President Ivery closed nominations and cast one ballot for Craig Douglas for the Office of Clerk.

President Ivery asked for nominations for the Office of Treasurer. Trustee Kay nominated Danielle May for the Office of Treasurer for calendar year 2022. With no other nominations, President Ivery closed nominations and cast one ballot for Danielle May for the Office of Treasurer for calendar year 2022.

President Ivery asked for nominations for the position of General Manager. Trustee Kay nominated Craig Douglas for the position of General Manager for calendar year 2022. With no other nominations, President Ivery closed nominations and cast one ballot for Mr. Craig Douglas for the position of General Manager for the calendar year 2022.

With no other office or positions to be filled President Ivery declared the Election of Officers to be complete.

21-12 2022 Operating Budget

The Board is requested to take any action it deems necessary to approve the 2022 Operating Budget.

A motion was made by Trustee Lawler and seconded by Vice President Meunier to approve the 2022 Operating Budget. There was a unanimous vote in favor of the motion.

21-13 Rate Filing

The Board is requested to take any action it deems necessary to authorize Horton, McFarland & Veysey to conduct a rate study and manage the filing process for new rates.

A motion was made by Trustee Lawler and seconded by Vice President Meunier to authorize Horton, McFarland & Veysey to conduct a rate study and manage the filing process for new rates. There was a unanimous vote in favor of the motion.

Second Invitation for Public Comment: None

A motion was made by Trustee Kay and seconded by Trustee Philippon to adjourn to Executive Session Per Title 1 MRSA Section 405 (6) (A) to Discuss Personnel Issues and (D) Labor Contracts with AFSCME Council 93 at 6:22 p.m.

A motion was made by Trustee Kay and seconded by Trustee Philippon to adjourn from Executive Session and return to Regular Meeting. There was a unanimous vote in favor of the motion at 6:40.

21-11 Authorize Creation of Site Foreman Position

The Board is requested to take any action it deems appropriate to authorize the General Manager to create and fill the position of Site Foreman.

A motion was made by Vice President Meunier and seconded by Trustee Philippon to authorize the General Manager to create and fill the position of Site Foreman. There was a unanimous vote in favor of the motion.

21-14 Authorize Amendment of Union Contract

The Board is requested to take any action it deems necessary to authorize the President to sign the Memorandum of Agreement between BTWD and AFSCME Council 93 and its local 1458-08 as presented.

A motion was made by Vice President Meunier and seconded by Trustee Philippon to authorize the president to sign the Memorandum of Agreement between BTWD and AFSCME Council 93 and its local 1458-08 as presented. There was a unanimous vote in favor of the motion.

A motion was made by Trustee Kay 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 December 13, 2021 at 5:30 p.m.

Respectfully submitted,
Linda Deacetis
Recording Secretary

