

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
July 10, 2023

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

Absent: N/A

AGENDA ADDITIONS: None

CORRESPONDENCE: None

INVITATION FOR PUBLIC COMMENT: None

MINUTES:

The Board reviewed the minutes of the meeting held on May 8. A motion was made by Trustee Lawler and seconded by Trustee Ivery to approve the minutes. There was a unanimous vote in favor of the motion.

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

FINANCIAL REPORTS:

Director of Finance Knowles reviewed the Financial Reports for the month ending June 30, 2023.

DISTRICT ENGINEER'S REPORT:

Androscoggin River Crossing

District Engineer Schofield informed the Board the river crossing project is on track to begin at the end of September or the beginning of October. Due to the shoreland protection zone, the Town of Brunswick planning office is requiring the District to go through the full major development process.

Williams Well

District Engineer Schofield informed the Board well plans and specifications have been sent to contractors for pricing and are due Thursday, July 13, at 10:00 a.m. The well is expected to be online at the end of this year.

Service Line Inventory

District Engineer Schofield informed the Board that letters to customers requesting photos of their services are being sent out weekly. To date, one-third of customers have submitted photos. The District is approximately two-thirds complete in gathering information.

GENERAL MANAGER'S REPORT:

Jordan Avenue PFAS Update

General Manager Douglas informed the Board discussions with the Navy continue to progress. The tolling agreement and the value of the contract remain outstanding issues. The District is holding firm with CDM's evaluation and providing documentation to the Navy. Due to funding issues, the Navy may seek to proceed with a design to get things started.

Highland Green Master Meter Unaccounted for Water

General Manager Douglas informed the Board a leak survey done by EJP at Highland Green failed to indicate a significant leak. Using different technology, Highland Green and EJP have begun a second round of detection.

Property and Casualty Insurance

General Manager Douglas informed the Board after a review of the District's property and casualty insurance with the Maine Municipal Insurance there will be an 11.24% increase due to inflation and construction costs.

Annual Trustee Report

General Manager Douglas informed the Board the District is working on catching up on the annual report of the trustees to serve as a historical and financial record. The report is required by the District Charter.

Trustee Photos

General Manager Douglas informed the Board the District is in the process of having a poster collage of former trustees, treasurers, and superintendents made to hang in the lobby. General Manager Douglas will reach out to current trustees about their portraits.

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SECOND INVITATION FOR PUBLIC COMMENT: None

ACTION ITEMS: None

A motion was made by Trustee Ivery and seconded by Trustee Lawler to adjourn the meeting. There was a unanimous vote in favor of the motion at 5:50 p.m.

NEXT MEETING:

The next regular meeting will be held on Tuesday, August 15, at 5:30 p.m.

Respectfully submitted,
Linda Deacetis
Recording Secretary