

**BRUNSWICK AND TOPSHAM WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**December 11, 2023**

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

Absent: None

AGENDA ADDITIONS: None

CORRESPONDENCE: None

INVITATION FOR PUBLIC COMMENT: None

MINUTES:

The Board reviewed the minutes of the meeting held on November 13. A motion was made by Trustee Meunier and seconded by Vice President Kay 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 November 30, 2023.

DISTRICT ENGINEER'S REPORT:

*Androscoggin River Crossing*

District Engineer Schofield informed the Board the HDPE below the river has been installed without any issues. Photos and videos of the process were shown at the meeting.

*Taylor Well Replacements*

District Engineer Schofield informed the Board that the test well installation has been completed. Data collected indicates the area around the 150 hp well is the more productive portion and has high iron levels similar to the existing 150 hp well.

*Williams Well*

District Engineer Schofield informed the Board that the pipe, instrumentation, and control equipment are on-site to be installed in the pipe gallery. Engineering staff will coordinate with contractors to schedule installation.

*Service Line Inventory*

District Engineer Schofield informed the Board that the District has been successful in gathering and identifying service line materials. Approximately 4,600 of 7,300 customer service lines have been identified. Once completed the data will be submitted to the Maine Drinking Water Program next October.

GENERAL MANAGER'S REPORT:

*Jordan Avenue PFAS Update*

General Manager Douglas informed the Board the District will be hosting the 10% progress meeting for the Jordan Ave PFAS Upgrades tomorrow. The District received its first repayment from the Navy within its 30-day window on December 8.

*PFAS Class Action Lawsuits*

General Manager Douglas informed the Board the District is progressing through the opt-in process and is awaiting the return of the lawyer's engagement letter.

*Health Insurance and COLA*

General Manager Douglas informed the Board this year saw a 3.2% COLA. The District will be continuing with the Anthem PPO program for 2024. To reduce cost the District increased the plan's deductible and increased the District funded HRA to help offset the co-insurance costs. The District should see a savings from 2023 costs at the end of 2024 based on HRA usage.

ACTION ITEMS:

23-23 2024 Proposed Operating Budget

A motion was made by Trustee Meunier and seconded by Vice President Kay to approve the 2024 Proposed Operations and Maintenance Budget. There was a unanimous vote in favor of the motion.

23-24 2024 Proposed Capital Budget

A motion was made by Vice President Kay and seconded by Trustee Meunier to approve the 2024 Proposed Capital Budget. There was a unanimous vote in favor of the motion.

SECOND INVITATION FOR PUBLIC COMMENT: None

A motion was made by Trustee Meunier and seconded by Trustee Glidden-Lyon to adjourn to Executive Session Per Title 1, MRSA Section 405 (6) (E) to Discuss Legal Issues and Section 405 (6) (A) to Discuss Personnel Issues. There was a unanimous vote in favor of the motion at 5:41 p.m.

A motion was made by Trustee Glidden-Lyon and seconded by Trustee Ivery to adjourn from Executive Session and return to the Regular Meeting. There was a unanimous vote in favor of the motion at 5:54 p.m.

A motion was made by Trustee Ivery and seconded by Trustee Glidden-Lyon to adjourn the meeting. There was a unanimous vote in favor of the motion at 5:54 p.m.

NEXT MEETING:

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

Respectfully submitted,  
Linda Deacetis  
Recording Secretary