

**BRUNSWICK AND TOPSHAM WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**January 9, 2024**

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, Director of Operations Cobb, and District Engineer Schofield.

Absent: N/A

AGENDA ADDITIONS: None

CORRESPONDENCE:

The District received a thank you letter from Richmond Utilities District for assistance provided during an emergency water leak.

INVITATION FOR PUBLIC COMMENT: None

MINUTES:

The Board reviewed the minutes of the meeting held on December 11. A motion was made by Trustee Meunier and seconded by Trustee Glidden-Lyon to approve the minutes. There was a unanimous vote in favor of the motion.

FINANCIAL REPORTS:

No reports due to end-of-year closeout.

DISTRICT ENGINEER'S REPORT:

*Taylor Well Replacements*

District Engineer Schofield informed the Board the District has been put on the Drinking Water Program's project list for \$1,864,000 in SRF funding for the project.

*GIS Software Upgrade*

District Engineer Schofield informed the Board the District will be upgrading GIS software. The upgrade will keep ArcMap and MIMS up to the latest versions through 2028.

*109 Bath Road Change of Use Request*

District Engineer Schofield informed the Board the District received a request from the owners of 109 Bath Rd., Brunswick for an ability to serve letter to open a beverage store in the existing redemption center building. The District did not offer a stance on the matter due to the ongoing issues at Jordan Ave Station.

GENERAL MANAGER'S REPORT:

*Jordan Avenue/Army Update*

General Manager Douglas informed the Board the District has executed its first Tolling agreement with the United States Government for the potential harm from CERCLA claims. Design work continues and the District is anticipating having 30% drawings by February 5.

*MRRA System Evaluation*

General Manager Douglas informed the Board the District has been having meetings once a month with MRRA to assist and coordinate their activities to allow for the turnover of their infrastructure. The District engineering staff will be reimbursed for mapping Mariner Landing Area this spring and summer. PUC is in the process of determining if MRRA's activities constitute a utility or are more like a trailer park.

*Emergency Response to December 2023 Flooding*

General Manager Douglas informed the Board the storm in December had a substantial impact on the District. Emergency actions taken consisted of shutting down the main on the Frank J Wood Bridge for 36 hours, removing equipment from Jordan Ave Station, and securing materials floating materials for the directional driller at Taylor Station.

Management is planning to do a 360 review, update procedures, and look at alternative measures. The District lost all land phone connections, internet, and remote SCADA connectivity for almost 72 hours.

SECOND INVITATION FOR PUBLIC COMMENT: None

ACTION ITEMS:

24-01 Update to Freedom of Access Policy

A motion was made by Trustee Meunier and seconded by Trustee Glidden-Lyon to update the freedom of access policy to reflect the current general provisions in the statute. There was a unanimous vote in favor of the motion.

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24-02 Annual Report of the Trustees 2014 & 2015

A motion was made by Trustee Ivery and seconded by Trustee Glidden-Lyon to approve the 2014 & 2015 Annual Report of the Trustees. There was a unanimous vote in favor of the motion.

24-03 Collection Commitment

A motion was made by Vice President Kay and seconded by Trustee Glidden-Lyon to adopt the Trustees Commitment to the Treasurer. There was a unanimous vote in favor of the motion

A motion was made by Trustee Ivery and seconded by Vice President Kay to adjourn the meeting. There was a unanimous vote in favor of the motion at 6:00 p.m.

NEXT MEETING:

The next regular meeting will be held on Monday, February 12, at 5:30 p.m.

Respectfully submitted,  
Linda Deacetis  
Recording Secretary