

**BRUNSWICK AND TOPSHAM WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**February 12, 2024**

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

Absent: Trustee Meunier

AGENDA ADDITIONS: None

CORRESPONDENCE: None

INVITATION FOR PUBLIC COMMENT: None

MINUTES:

The Board reviewed the minutes of the 2022 Proposed Rate Increase Hearing meeting held on April 19, 2022. A motion was made by Trustee Glidden-Lyon 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 January 9, 2024. A motion was made by Trustee Glidden-Lyon and seconded by Trustee Ivery 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 January 31, 2024.

DISTRICT ENGINEER'S REPORT:

*Williams Well*

District Engineer Schofield informed the Board that District staff are currently rebuilding the piping at the Williams Well pipe gallery, and Express Electric has started the electrical work. DL Maher will be installing the pump in the first week of March. The well is anticipated to be online in early April.

*Disinfection By-Products*

District Engineer Schofield informed the Board that the quarterly samples taken by the District have shown significant improvement since the start-up of Holden Station. TTHMs and HAAs have dropped about 80% at the Topsham sites, eliminating the need for bleeders or lowering tank levels.

GENERAL MANAGER'S REPORT:

*Jordan Avenue/Army Update*

General Manager Douglas informed the Board the District has received 30% drawings from CDM, and will be holding a meeting this week. As previously scheduled, the bid opening will take place on 7/16. The District continues to closely monitor water and PFAS levels in the aquifer and will be replacing the media in the PFAS treatment system in April.

*Terms and Conditions: Access to Premises*

General Manager Douglas informed the Board the District has ten customers whose meters are 15 years or older. Despite several failed attempts to gain access, these customers have not provided access to their meters. As a result, the District may need to progress to the disconnect process if access is not granted.

*Heating Oil Usage*

General Manager Douglas informed the Board of the changes made to optimize the heating system at Holden. The fuel usage should be less than what was used to heat Jackson Station.

*Customer Lead Service Line Replacement Program*

General Manager Douglas informed the Board the District is aware of a few streets that will require services to be replaced. The US Environmental Protection Agency will be requiring all renewals to include the customer side starting in October 2024. Nationally utilities have implemented various options including offering a 50-75% grant of the cost or the first \$2,000 to 3,000 forgiven followed by a cost share. The Board will discuss this further at next month's meeting.

SECOND INVITATION FOR PUBLIC COMMENT: None

ACTION ITEMS:

24-04 Authorize a Rate Case for 2024

A motion was made by Vice President Kay and seconded by Trustee Ivery to proceed with the development of a rate case for 2024. There was a unanimous vote in favor of the motion.

24-05 Authorize Changes to Employee Handbook

A motion was made by Vice President Kay and seconded by Trustee Ivery to proceed with bulleted changes to the Employee Handbook. There was a unanimous vote in favor of the motion.

24-06 Annual Report of the Trustees 2012 & 2013

A motion was made by Trustee Glidden-Lyon and seconded by Vice President Kay to approve the 2012 & 2013 Annual Report of the Trustees. 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 6:09 p.m.

NEXT MEETING:

The next regular meeting will be held on Monday, March 11, at 5:30 p.m.

Respectfully submitted,  
Linda Deacetis  
Recording Secretary