

**BRUNSWICK AND TOPSHAM WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**May 13, 2024**

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

Absent: None

AGENDA ADDITIONS: None

CORRESPONDENCE: None

INVITATION FOR PUBLIC COMMENT: None

MINUTES:

The Board reviewed the minutes of the meeting held on March 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:

Director of Finance Knowles reviewed the Financial Reports for the month ending April 30, 2024.

DIRECTOR OF OPERATION'S REPORT:

*Vacuum Excavation Truck*

Director of Operation's Cobb informed the Board the District attended vacuum excavation truck training with the Brewer Water District. The truck will be used throughout the District for identifying leaks, maintaining valve boxes, conducting service line inventory and renewals, locating utilities, and working in our treatment facilities. The Maine Drinking Water Service Line Program is providing funding for service line material inventory. The program offers a 55% forgiveness and 0% interest loan for 10 years.

DISTRICT ENGINEER'S REPORT:

*Whittier, Berry, and Bowdoin Street Maine Replacements*

District Engineer Schofield informed the Board that Crooker Construction was the lowest bidder at \$349,630.50 to replace 1600 feet of water main and the service lines connected to the main.

*Cathance Mobile Home Park*

District Engineer Schofield informed the Board that the owner of Cathance Mobile Home Park has reached out to the District about extending the main to their park on Old Augusta Road. The extension has been previously discussed by the District and PUC, with PUC ruling that service would be taken from the end of the main in front of Mt. Ararat Middle School. The District continues working with the park to determine the best way to serve the development.

*Old Bath Road Water Main Extension*

District Engineer Schofield informed the Board the District continues to work with the Town of Brunswick to extend the water main approximately two miles to serve Bay Bridge Estates. The town is leading the project. The project will be going out to bid this summer with construction beginning in 2025.

GENERAL MANAGER'S REPORT:

*Jordan Ave/Navy Update*

General Manager Douglas informed the Board that the District has received the 90% drawings from CDM Smith and will meet with them on May 14. The project is still on schedule for bid opening on July 16. The District will be awarding 90 days contingent of Navy's funding. The District replaced the media in the PFAS treatment system for the lower field and the system is up and running. There is an action item to issue the invitation to bid.

*Rate Case*

General Manager Douglas informed the Board that the District had filed a 15.9% rate case with the Maine PUC, which is scheduled to go into effect on August 1, 2024. The District will notify its customers by letter, and a public hearing will be held on June 10 at 5:30 at Holden Station, followed by the regular Board meeting.

SECOND INVITATION FOR PUBLIC COMMENT: None

ACTION ITEMS:

24-10 Invitation to Bid

A motion was made by Trustee Ivery and seconded by Trustee Meunier to issue an Invitation to Bid for the Jordan Avenue Water Treatment Plant PFAS Addition. There was a unanimous vote in favor of the motion.

24-11 Vacuum Truck

A motion was made by Trustee Meunier and seconded by Trustee Glidden-Lyon to authorize the General Manager to purchase a vacuum truck with a value of up to \$600,000, using the Maine Drinking Water Service Line Inventory Program for a loan of 55% forgiveness and a 10year 0% interest loan for the remaining balance. There was a unanimous vote in favor of the motion.

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. There was a unanimous vote in favor of the motion at 5:59 p.m.

A motion was made by Trustee Kay 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 6:24 p.m.

A motion was made by Trustee Kay and seconded by Trustee Ivery to adjourn. There was a unanimous vote in favor of the motion at 6:24 p.m.

NEXT MEETING:

The next regular meeting will be held on June 11, following the public hearing slated for 5:30 p.m.

Respectfully submitted,  
Linda Deacetis  
Recording Secretary