

**BRUNSWICK AND TOPSHAM WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**January 13, 2025**

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

Absent: President Kay, Trustee Ivery

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the regular meeting held on December 9. A motion was made by Trustee Meunier and seconded by Trustee Philippon to approve the minutes. There was a unanimous vote in favor of the motion.

CORRESPONDENCE: None

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

There were no financial reports due to end-of-year closeout.

DISTRICT ENGINEER'S REPORT:

*Jordan Avenue Construction Update*

District Engineer Schofield informed the Board that site preparation and subsurface improvements continue at Jordan Avenue Station. Raw and finish water mains have been installed, a hole has been dug for the holding tank, and the footings for the building will start this week. The updated schedule was distributed and reviewed.

*Taylor Well Replacement*

District Engineer Schofield informed the Board the bid opening for the Taylor Well Replacement was held on Tuesday, January 7, with Weston & Sampson CMR being the lowest bidder at \$198,705.00. The District has \$470,000 budgeted for two replacement wells if needed.

*Force Work Account Policy*

District Engineer Schofield informed the Board in order to bill District time to SRF funded projects a force work account application must be submitted to the Drinking Water Program for each project. The District has three SRF funded projects: Galvanized Service Replacement Pilot, Replacement Wells at Taylor Station, and the Androscoggin River Bridge Crossing. When the application is submitted a rate schedule for employees and equipment approved by the utility's governing board must be included. There is an action item to approve the policy.

GENERAL MANAGER'S REPORT:

*Navy ESCA Update*

General Manager Douglas informed the Board that the District will be submitting quarterly and annual reports to the Navy for 2024 ESCA work. The District will need to do a single audit for 2024 funds. The District is still waiting for the full funding of Phase II.

*Mechanical Failures*

General Manager Douglas informed the Board the Air Force Well motor for the pump grounded out and will need to be replaced at the cost of \$70,000. While replacing the well motor the District will also replace the well pump at a cost of approximately \$32,000. Repairs are expected to be completed in 4-6 weeks.

The District has isolated an injection port issue affecting the chlorine feed on a static mixer at Holden Station. District staff will create a more accessible injection point before the mixer for easier replacement of the injection quill.

*Private Mains and Water Quality*

General Manager Douglas informed the Board that the District has received poor water quality emails and phone calls from residents connected to private mains. Lower use of the services connected to the mains can build up manganese in the main, black slime at the tap, and mold. Removing the screen and cleaning with bleach resolves the issue.

*Annual Policy, Facility Inspections, and Response Planning*

General Manager Douglas informed the Board that District staff are conducting the annual facility safety checks, and document and plan reviews to meet regulatory and legal requirements.

Action Item: 25-01 Force Work Account Policy

A motion was made by Trustee Meunier and seconded by Trustee Philippon to approve the Force Work Account Rate Policy. There was a unanimous vote in favor of the motion.

Action Item: 25-02 Rate Collection Commitment

A motion was made by Trustee Meunier and seconded by Trustee Philippon to adopt the Trustee's Commitment to the Treasurer and add their signatures, and the Treasurer sign the Treasurer's Certification of Commitment. There was a unanimous vote in favor of the motion.

A motion was made by Trustee Meunier and seconded by Trustee Moll to adjourn the meeting at 5:45 p.m.

NEXT MEETING:

The next regular meeting will be held on February 10, at 5:30 p.m.

Respectfully submitted,  
Linda Deacetis  
Recording Secretary