

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
March 10, 2025

Trustee Meunier called the Meeting to order. Roll call was taken.

Others present were: Trustees Moll, Ivery, and Philippon, Treasurer May, General Manager Douglas, Director of Finance Knowles, Director of Operations Cobb, and District Engineer Schofield.

Absent: President Kay and Vice President Glidden-Lyon.

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the regular meeting held on February 10. A motion was made by Trustee Ivery 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:

Director of Finance Knowles reviewed the Financial Reports for the month ending February 28, 2025.

DISTRICT ENGINEER'S REPORT:

Jordan Avenue Construction Update

District Engineer Schofield informed the Board of ongoing progress. The foundation footings have been completed, and the frost walls are currently under construction. An updated schedule was distributed, indicating that substantial completion is expected by mid-May 2026. As of the end of February, 20% of the total contract value has been invoiced, amounting to \$3,687,709.39.

Brunswick Placemaking

District Engineer Schofield informed the Board that the Town of Brunswick has begun a connectivity and placemaking project on Bath Road, extending from Jordan Avenue toward Cooks Corner. This project will include the installation of small parks and a sidewalk, utilizing the site of the former gas station located at 101 Bath Road, which is situated within the aquifer protection zone.

Frank Wood Bridge Water Main Update

District Engineer Schofield informed the Board that three water main hangers on the bridge girders have been installed. The remaining girders are expected to be installed in two or three weeks, and the water main installation will be before the bridge deck is placed.

Wright-Pierce High Pressure Zone Report

District Engineer Schofield informed the Board that a draft of the High Pressure Zone Report has been completed. The report outlines the requirements for expanding water and sewer services in Topsham for TDI. The high-pressure service will be extended to Canam Drive and a mixed-use parcel located on the west side of I-295. The District's input ensures its requirements are met for the development of the property and the system.

GENERAL MANAGER'S REPORT:

Options for Managing Customer Galvanized Service Water Line Replacements

General Manager Douglas informed the Board that the District is considering two models for managing failed galvanized service lines. The first model involves providing District funding with a 0% interest rate over ten years. If the property is sold, the loan would need to be paid in full at that time. The second model would consist of offering a warranty program for customer service lines through a company like HomeServe, which is currently used by the Portland Water District.

Topsham Annex Development

General Manager Douglas informed the Board of an ownership transfer of the Topsham Annex, resulting in renewed discussions about a new pressure zone and the District taking ownership of the booster pump station and a new pressure zone supported by a tank at Mount Ararat High School.

Advanced Metering Infrastructure (AMI) Analysis Report

General Manager informed the Board the District has received the AMI Analysis Report from SL Serco. The District's AMI system by comparison is one of the best systems they have evaluated. Differences in the meter configuration files, and parent/child/orphan relationships need to be cleaned up. District staff will make improvements and begin self-training on a Sensus reporting system to address flow alert notifications.

ACTION ITEM:

25-03 Request for Abatement

A motion was made by Trustee Ivery and seconded by Trustee Philippon to approve an abatement of \$2,210.57 for Angela Simpson of 16 Dunlap St., Brunswick. There was a unanimous vote in favor of the motion.

A motion was made by Trustee Ivery and seconded by Trustee Philippon to adjourn the meeting at 6:00 p.m.

NEXT MEETING:

The next regular meeting will be held on April 14, at 5:30 p.m.

Respectfully submitted,
Linda Deacetis
Recording Secretary