

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
OCTOBER 20, 2025

Clerk Douglas called the meeting to order. A motion was made by Trustee Moll and seconded by Trustee Ivery to vote Trustee Meunier as President Pro-Tem. Roll call was taken.

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

Absent: President Kay, Vice President Glidden-Lyon, and Treasurer May.

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the regular meeting held on September 8. A motion was made by Trustee Ivery and seconded by Trustee Moll. 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 September 30, 2025.

STATUS UPDATES:

Jordan Avenue Construction/Navy Update

General Manager Douglas provided an update to the Board about the progress of the project. All filters have been installed in the building, and project completion is expected by early spring.

General Manager Douglas informed the Board that the government shutdown may delay receiving funds from the Navy due to employee furloughs.

Environmental Working Group Report

General Manager Douglas informed the Board about a report from across Maine detailing the natural levels of arsenic, chromium 6, and nitrate found in the environment. The District's levels are well below the acceptable limits.

Health Insurance Costs for 2026

General Manager Douglas informed the Board that the District will be shifting the renewal date for health insurance to from January 1, 2026 to December 1, 2025. As a result, the District's increase will be 3.6% instead of the previously anticipated increase of 16% to 32% on January 1, 2026.

JOINT MANAGER'S REPORT: STATION AVENUE MAIN REPLACEMENT

General Manager Douglas, Director of Operations Cobb, and District Engineer Schofield presented a slideshow to the Board, discussing the timeline and process of repairing the main leak on Station Avenue, Brunswick.

ACTION ITEMS:

25-07 Station Avenue Thank You Letters

A motion was made by Trustee Moll and Trustee Ivery to direct the General Manager to send letters of appreciation on behalf of the Board of Trustees to the organizations that assisted BTWD with the Station Avenue main break. There was a unanimous vote in favor of the motion

25-08 Employee appreciation

A motion was made by Trustee Moll and seconded by Trustee Ivery to the Board supporting the General Manager's issuing 12/24/25 as an excused day. There was a unanimous vote in favor of the motion.

25-09 Election of Officers

In accordance with requirements of Article II, Paragraph 1 of the Brunswick & Topsham Water District By-Laws, the following action was taken for the Election of Officers:

Pro-Tem President Meunier turned the meeting over to Clerk Douglas, who was designated Chairman Pro-Tem. Chairman Pro-Tem Douglas asked for nominations for the Office of President. Trustee Meunier nominated Vice President Glidden-Lyon for the Office of President. With no other nominations, Chairman Pro-Tem Douglas cast one ballot for Vice President Glidden-Lyon for the Office of President.

Chairman Pro-Tem Douglas asked for nominations for the Office of Vice President. Trustee Meunier nominated Trustee Ivery for the Office of Vice President. With no other nominations, Chairman Pro-Tem cast one ballot for Trustee Ivery for the Office of Vice President.

Vice President Ivery asked for nominations for the Office of Clerk. Trustee Meunier nominated Mr. Craig Douglas for the Office of Clerk. With no other nominations, Vice President Ivery cast one ballot for Mr. Craig Douglas for the Office of Clerk.

Vice President Ivery asked for nominations for the Office of Treasurer. Trustee Moll nominated Mrs. Danielle May for the Office of Treasurer calendar year 2026. With no other nominations, Vice President Ivery cast one ballot for Mrs. Danielle May for the position of Treasurer for the calendar year 2026.

Vice President Ivery asked for nominations for the position of General Manager. Trustee Meunier nominated Mr. Craig Douglas for the position of General Manager for the calendar year 2026. With no other nominations, Vice President Ivery cast one ballot for Mr. Craig Douglas for the position of General Manager for the calendar year 2026.

With no other positions to be filled, Vice President Ivery declared the Election of Officers to be complete.

SECOND INVITATION FOR PUBLIC COMMENT: None

A motion was made by Trustee Moll and seconded by Trustee Meunier to adjourn the meeting at 6:30 p.m.

NEXT MEETING:

The next regular meeting will be held on November 17, at 5:30 p.m.

Respectfully Submitted,
Linda Deacetis
Recording Secretary