

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
NOVEMBER 17, 2025

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

Absent: Trustee Kay

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the regular meeting held on October 20. A motion was made by Trustee Meunier and seconded by Vice President Ivery to approve the minutes. There was a unanimous vote in favor of the motion.

CORRESPONDENCE:

General Manager Douglas informed the Board that the thank you letters sent out for the assistance on Station Avenue were well received.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Director of Finance Knowles reviewed the Financial Reports for the month ending October 31, 2025.

DISTRICT ENGINEER'S REPORT:

Jordan Avenue Construction Update

District Engineer Schofield updated the Board on the progress of the construction. He reported that the building is now enclosed, which has allowed electricians and HVAC subcontractors to start their installations. Additionally, painters have begun painting the walls, ceilings, and structural steel, while masons are working on installing the veneer.

The projected substantial completion is projected for April, 2026. As of the end of October, the District has been invoiced \$12,451,687.58 by the contractor.

GENERAL MANAGER'S REPORT:

Navy ESCA and Tolling Updates

General Manager Douglas informed the Board that the District has secured funding for the completion of Phase II. The District is currently waiting for the payment scheduled for October, which has already been processed by the Navy, and has submitted the request for the November payment. The District has an extended tolling agreement with the Navy, which has been extended until November 13, 2017.

Access to Customer Premises Follow-up

General Manager Douglas informed the Board that two of the three accounts with access issues have been resolved, preventing the need to disconnect their services. At the beginning of the new year, the District will send out mailings to the remaining outstanding accounts.

BTWD Presentations at the Water Quality and Technology Conference (WQTC)

General Manager Douglas provided and reviewed a summary of the information and slides from the WQTC conference.

ACTION ITEMS:

25-10 2026 Proposed Capital Budget (DOK)

Director of Finance Knowles reviewed the proposed 2026 capital budget with the Board.

A motion was made by Trustee Meunier and seconded by Vice President Ivery to approve the 2026 proposed capital budget. There was a unanimous vote in favor of the motion.

A motion was made by Trustee Meunier and seconded by Vice President Ivery to adjourn to Executive Session Per Title 1 MRSA Section 405 (6) (A) to Discuss Personnel Issues at 6:08 p.m.

A motion was made by Trustee Meunier and seconded by Vice President Ivery to adjourn from Executive Session and return to the Regular Meeting. There was a unanimous vote in favor of the motion at 6:33 p.m.

A motion was made by Trustee Meunier and seconded by Vice President Ivery to adjourn. There was a unanimous vote in favor of the motion at 6:33 p.m.

NEXT MEETING:

The next regular meeting will be held on Monday, December 8, at 5:30 p.m.

Respectfully Submitted,
Linda Deacetis
Recording Secretary