

BRUNSWICK AND TOPSHAM WATER DISTRICT
Minutes of Regular Meeting
Monday, April 13, 2026

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

Absent: None

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the regular meeting held on March 9. A motion was made by Trustee Meunier and seconded by Trustee Moll to approve the minutes. The motion was passed with 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 March 31, 2026. Informed the Board the rate case would be for 6.37%.

DISTRICT ENGINEER'S REPORT:

Jordan Avenue Construction Update

District Engineer Schofield updated the Board on construction progress. All of the filters have been loaded with media. The electricians and instrumentation contractors are working to complete the power and controls to allow media conditioning to begin. Painting inside and installation of the metal roof continue. The contractor projects substantial completion in mid-May. As of March, the District has been invoiced \$16,160,275.62 by the contractor.

Minutes of the Regular Meeting

April 13, 2026

Page 2

Emergency Response Plan/Risk and Resilience Assessment

District Engineer Schofield informed the Board the District has reviewed and updated the District's Emergency Response Plan (ERP). Information was updated and added. The cybersecurity was expanded based on recommendations made during the Maine National Guard review. The risk and resilience has also been completed.

GENERAL MANAGER'S REPORT:

Galvanized Service Line Replacement Pilot Program Update

General Manager Douglas updated the Board that the District is working for a resolve to the pilot program resolving a conflict between funding requirements and PUC rules. To accomplish this, the District is working with legal counsel to bring a minor petition to Maine PUC to get a waiver for this and future replacement programs.

Upcoming Trustee Annual Report

General Manager Douglas shared a mockup of the trustee annual report acknowledging Claude Philippon who served on the board for 42 years. A draft of the report will be reviewed at the May meeting.

Annual Employee Appreciation Picnic

General Manager Douglas informed the Board that the annual employee appreciation picnic will be held at Dandelion Spring Farm on July 30. Thomas Point Beach will no longer be hosting events like they had in the past.

Asset Management Report Card

General Manager Douglas reviewed and discussed the asset management report card for this year with the Board.

Minutes of the Regular Meeting
April 13, 2026
Page 3

ACTION ITEMS: None

SECOND INVITATION FOR PUBLIC COMMENT: None

A motion was made by Trustee Meunier and seconded by Vice President Ivery to adjourn. The motion was passed with a unanimous vote in favor of the motion at 6:08 p.m.

NEXT MEETING:

The next regular meeting will be held on Monday, May 11, immediately following the Public Hearing Meeting.

Respectfully Submitted,
Linda Deacetis
Recording Secretary