

BRUNSWICK AND TOPSHAM WATER DISTRICT
Minutes of Regular Meeting
Monday, May 11, 2026

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

Absent: None

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the regular meeting held on April 13. A motion was made by Trustee Meunier and seconded by Vice President Ivery 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 April 30, 2026.

DISTRICT ENGINEER'S REPORT:

Jordan Avenue Construction Update

District Engineer Schofield updated the Board on construction progress. Sub-contractors are finishing up. The contractor has started conditioning the media. Testing results show non-detect levels of arsenic, and conditioning of the anion exchange resin has begun. As of March, the District has been invoiced \$16,684,875.30 by the contractor.

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Taylor Well 6

District Engineer Schofield informed the Board the District has reviewed and provided feedback to Wright-Pierce on the 90% plans and specifications. The bid is expected to go out this month with opening in late-June. The well is expected to go online in spring of 2027.

GENERAL MANAGER'S REPORT:

Formation of RFQ Committee

General Manager Douglas discussed with the Board that the District needs to form a Request for Qualifications (RFQ) Committee for the demolition of Jackson Station ideally comprised of District staff and Board members. There is an action item for this.

Evaluating the Responses to the Request for Qualifications

General Manager Douglas reviewed the anticipated schedule for the RFQ process with the Board.

June 3, Tuesday, 2pm – Receipt of RFQ's

June 4, Wednesday – Distribution of RFQ's

June – Selection of RFQ's to Interview

June 8, Monday – 5:30pm Regular Trustee Meeting

June – RFQ's to Interview and Proposal Selection

Review of Abatement Policy

General Manager Douglas reviewed the District's Abatement Policy with the Board. Per the policy, customers are allowed a one-time abatement. Abatements less than \$1,000, can be approved by General Manager Douglas and Director of Finance Knowles, and any over \$1,000 must be approved by the Board.

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2025 Trustee Annual Report

General Manager Douglas informed the Board that the District is waiting for the auditor's draft report to finalize the financial section of the 2025 annual report.

ACTION ITEMS:

26-06 Formation of ad hoc RFQ Evaluation Committee

A motion was made by Trustee Meunier and seconded by Trustee Kay to form an ad hoc RFQ Evaluation Committee for the Board of Trustees comprised of the following members, each with a single vote, President Glidden-Lyon, General Manager Douglas, District Engineer Schofield, Director of Operations Cobb, and Director of Finance Knowles. The motion was passed with a unanimous vote in favor of the motion.

26-07 Authorization of RFQ Evaluation Committee

This item was tabled to the next meeting.

26-08 Selection of Dates to Interview Proposal Items

A motion was made by Trustee Meunier and seconded by Trustee Williams to select June 10, 2026, for the committee meeting. The motion was passed with a unanimous vote in favor of the motion.

26-09 Authorization to Notify Firms of Evaluation Committee's Decision

This item was tabled to the next meeting.

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SECOND INVITATION FOR PUBLIC COMMENT: None

A motion was made by Vice President Ivery and seconded by Trustee Moll to adjourn. The motion was passed with a unanimous vote in favor of the motion at 6:30 p.m.

NEXT MEETING:

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

Respectfully Submitted,
Linda Deacetis
Recording Secretary