BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
JUNE 11, 2026

President Glidden-Lyon called the Meeting to order. Roll call was taken. Others present were: Vice President Ivery, Trustees Moll, Meunier, Williams, Treasurer May, General Manager Douglas, Director of Finance Knowles, District Engineer Schofield, Director of Operations Cobb, Daniel Lay, and Noah Petrucci of HM Payson.

Absent: Trustee Kay

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the regular meeting held on May 11. 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

ANNUAL PENSION REVIEW:

Daniel Lay and Noah Petrucci of HM Payson reviewed and discussed the pension plan investment portfolio as of June 8, 2026, netting $8,506,885 million. There was a review of Equity Holdings, Sector Diversification, and Stock Characters. HM Payson answered questions regarding the distribution of funds and where bit coin stands and what to expect going forward.

FINANCIAL REPORTS:

Director of Finance Knowles reviewed the Financial Reports for the month ending May 31, 2026.

DISTRICT ENGINEER'S REPORT:

Jordan Avenue Construction Update

District Engineer Schofield updated the Board on construction progress. The conditioning is nearing completion. PFAS detection is less than 2 ppt (non-detect levels). The contractor is beginning to clean up, final grading, spreading loam, and seed. As of the end of May, 98% of the contract value has been completed.

Taylor Well 6

District Engineer Schofield informed the Board the Taylor Well Project went out to bid on May 21 and are due on June 23. The project is expected to be substantially completed by May 15, 2027. The existing well be kept online throughout the summer. The District is hopeful that the project will attract bidders given the extended project timeframe.

GENERAL MANAGER'S REPORT:

Jackson Demolition RFQ

General Manager Douglas informed the Board that the District has received three proposals, and the selection committee will begin interviews on June 10.

Holden Roof Repairs

General Manager Douglas informed the Board the roof at Holden Station has leaks in the membrane and metal roof. The membrane leaks should be covered by the manufacturer's warranty. The District put out a bid package for the repairs with eight roofers responding, and four making a physical inspection. There were no bids at the opening. The District reached out to two of the bigger contractors and got their analysis which stated it is a larger structure issue. Based on the information provided, the District will proceed with Tecta America, applying a 60-mil silicone roll on solution with a 20-year warranty which would be $120,00 added to the maintenance budget. The reroofing of the metal roof with a membrane with a 20-year warranty would be in the range of $380,000.

Employee Appreciation Picnic

General Manager Douglas discussed with the Board the employee appreciation picnic which will be held on July 30, at Dandelion Spring Farm.

2025 Trustee Annual Report

General Manager Douglas informed the Board that the District has received documentation on the AFFF settlement funds to complete the audit. Once received, the annual report can be completed.

Upcoming Trustee Meetings

General Manager Douglas discussed with the Board that he will be attending conferences, and a family vacation during the August, September, and October scheduled Board meetings, and is requesting to have the meetings moved to the third Monday of those months. There is an action item to move the meetings to the third Monday.

ACTION ITEMS:

26-07 Authorization of RFO Evaluation Committee

A motion was made by Trustee Meunier and seconded by Trustee Williams to remove item 26-07 from the table to authorize the RFQ Evaluation Committee to select a proposal for the District to enter negotiations with on behalf of the Board of Trustees. The motion was passed with a unanimous vote in favor of the motion.

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

A motion was made by Trustee Meunier and seconded by Vice President Ivery to remove item 26-09 from the table to authorize General Manager to inform proposers of the RFQ Evaluation Committee's decisions and negotiate with the selected firm a contract proposal for the Board of Trustees to approve. The motion was passed with a unanimous vote in favor of the motion.

26-10 Request for Abatement

A motion was made by Trustee Meunier and seconded by Vice President Ivery to approve the abatement for Shawn Casey, New England Car Wash, 128 Pleasant St., Brunswick in the amount of $2,283.10. The motion was passed with a unanimous vote in favor of the motion.

26-11 Trustee Meeting Schedule

A motion was made by Trustee Meunier and seconded by Trustee Williams to change the dates for the August, September, and October Board meetings to the third Monday of the month. The motion was passed with a unanimous vote in favor of the motion.

SECOND INVITATION FOR PUBLIC COMMENT: None

A motion was made by Trustee Meunier and seconded by Trustee Williams to adjourn. The motion was passed with a unanimous vote in favor of the motion at 6:11 p.m.

NEXT MEETING:

The next regular meeting will be held on Monday, July 13, at 5:30 p.m.

Respectfully Submitted,
Linda Deacetis
Recording Secretary