BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
JULY 13, 2026

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

Absent: Trustee Williams

AGENDA ADDITIONS: None

MINUTES:

The Board reviewed the minutes of the regular meeting held on June 11. A motion was made by Trustee Meunier and seconded by Trustee Kay 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 June 10, 2026.

DISTRICT ENGINEER'S REPORT:

Jordan Avenue Construction Update

District Engineer Schofield updated the Board on construction progress. The conditioning is nearing completion, and PFAS detection is less than 2 ppt (non-detect levels). Substantial completion was granted on Wednesday, June 24, followed by the Drinking Water Program walk-through. The contractor is nearing completion with a punch list of small-scale repairs. The project, as of the end of May, has been completed 98%.

Town Coordination

District Engineer Schofield informed the Board that both the Town of Brunswick and the Town of Topsham have met with the District to discuss topics that impact usage and demand patterns to the District's system.

The Town of Brunswick is considering a zoning amendment for taller buildings on Maine Street, from Mill to Noble Streets, with a proposed maximum height of 65 feet and the District's existing pressure zone to adequately serve the area. The Town of Topsham and Topsham Development Inc. have ongoing discussions with the District on how service could be expanded along the west side of I-295 and expansion of the Crooker property, which would require addition of a pressure zone to the District's system.

DISTRICT MANAGER'S REPORT:

PUC Petition

General Manager Douglas discussed with the Board the resolution prepared by the District's legal counsel for the MPUC to waive or exempt the District from rules and statutes to allow the District to invest in the replacement of customer-owned service lines to protect its drinking water quality and quantity and the public health. The service line inventory confirms that several hundred service lines are galvanized steel and were previously downstream of a lead goose neck, and if disturbed, can release lead back into the water system. Leaks in these service lines also account for water loss that is undetectable until the service lines fail. There is an action item for the resolution.

Taylor Station Well 6 Electrical Upgrades

General Manager Douglas informed the Board that the District opened bids for the project on June 23. The District received one bid from Crooker Construction for $2.5 million. The District has $1.2 million available on an SRF loan and $0.7 million in extra funds from the Frank J. Wood Bridge SRF, and the DWSRF program stated the District may be eligible to receive funding for the remaining $0.6 million deficit.

District staff continues to explore ways to reduce the cost without reducing the integrity and quality of the project. The higher-than-expected bid is due to scope creep and BABA requirements. The scope creep is from the outdated electrical infrastructure, rendering current relays and mechanical interlocks obsolete and needing to be replaced. District staff will continue to work to determine the most cost-effective approach.

Jordan Avenue Station Open House ADA Ramp

General Manager Douglas informed the Board that the District will hold an open house at Jordan Avenue Station, tentatively set for Thursday, September 10, 2026, 11:00 a.m. to 4:00 p.m. The District will be renting a temporary ADA-compliant ramp to accommodate public access to the building.

Jackson Demolition Contract

General Manager Douglas informed the Board that the committee, after interviewing three proposed teams and significant deliberations, has awarded MWH Constructors the Jackson Station demolition contract. The cost agreement proposal has three components:

1. Compensation for CMAR Preconstruction Services
2. Fixed Construction Support Costs
3. Total Construction Support Costs of $394,825.

General Manager Douglas expressed concerns about the construction support costs.

Employee Appreciation Picnic

General Manager Douglas reminded the Board that the Employee Appreciation Picnic is on Thursday, July 30.

2025 Trustee Annual Report

General Manager Douglas welcomed suggestions from the Board. There is an action item to accept the Annual Report of the Trustees 2025.

ACTION ITEMS:

26-12 Request for Abatement

A motion was made by Vice President Ivery and seconded by Trustee Meunier to approve an abatement of $2,210.57 for Frank Goodyear of 74 Federal Street, Brunswick. The motion was passed with a unanimous vote in favor of the motion.

26-13 Resolution for Investing in Customer Services

A motion was made by Trustee Meunier and seconded by Trustee Kay to adopt the resolution authorizing investing in customer service lines to ensure the safety and reliability of drinking water as presented. The motion was passed with a unanimous vote in favor of the motion.

26-14 Authorization Award of Jackson Station Demolition Contract

A motion was made by Trustee Meunier and seconded by Trustee Moll to authorize the award of the Jackson Station Demolition Contract to MWH Constructors with an amount $80,000 less than stated in attachment A. The motion was passed with a unanimous vote in favor of the motion.

26-15 Annual Report of the Trustees 2025

A motion was made by Trustee Meunier and seconded by Vice President Ivery to approve the 2025 Annual Report of the Trustees, replacing the draft opinion with the signed opinion once it is received. 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 Vice President Ivery to adjourn to Executive Session Per Title 1, MRSA Section 405 (6) (A) to Discuss Personnel Issues. The motion was passed with a unanimous vote in favor of the motion at 6:23 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. The motion was passed with a unanimous vote in favor of the motion at 6:42 p.m.

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 6:42 p.m.

NEXT MEETING:

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

Respectfully Submitted,
Linda Deacetis
Recording Secretary