

**BRUNSWICK AND TOPSHAM WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**January 11, 2016**

President Philippon called the Meeting to order. Roll call was taken. Others present were Vice President Kay, Trustees Ivery, Lawler, and Meunier; General Manager Frasier, District Engineer Douglas, and Operations Manager Alexander. Absent: Treasurer Woollacott and Trustee Moll.

AGENDA ADDITIONS: To adjourn to Executive Session to discuss personnel issues.

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on December 14. A motion was made by Trustee Meunier and seconded by Trustee Ivery to approve the minutes as amended. There was a unanimous vote in favor of the motion.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS: None

ENGINEERING REPORT:

*Jackson Treatability and TTHM Studies*

Jackson Treatability and TTHM Studies show slight improvement but not to the extent the District had hoped for. Assistant General Manager Douglas noted seasonal and demand fluctuations could be contributing factors. The District will continue to reduce operating levels and improve turnover.

Wright Pierce has submitted a milestone plan to ensure the District has drafts and finalizations by late spring. Mr. Douglas noted late spring is vital for the ability to bring in outside help on piloting should there be a need.

*Engineering Department Staffing*

The District is preparing a job posting and description for an entry level Engineer to fill a vacancy. Mr. Douglas noted he will be contacting state schools in Maine and New Hampshire to seek candidates for the position. The District intern from last summer has been informed of the position.

The District is planning to continue its summer intern program this summer.

GENERAL MANAGER'S REPORT:

*Bath Water District*

General Manager Frasier reported the Bath Water District Board of Trustees asked Trevor Hunt, Superintendent, to speak with him to consider the possibility of a cooperative arrangement between the two Districts. It was decided two trustees from each district should meet with Mr. Hunt and Mr. Frasier for further discussion. Trustee Lawler recommended Vice President Kay and President Philippon to be the District representatives and they agreed. Mr. Frasier will contact Mr. Hunt to determine a meeting date.

Maine Rural Water Association and Maine Emergency Management Agency are putting together a tabletop emergency response exercise that the District will be a focus of. The exercise will be critiqued by the agencies involved to make necessary improvements.

SECOND INVITATION FOR PUBLIC COMMENT: None

NEXT MEETING:

The next regular meeting will be held on February 8, 2016 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Vice President Kay and seconded by Trustee Lawler to adjourn to Executive Session Per Title 1 M RSA Section 405 (6) (A) to discuss personnel issues. There was a unanimous vote in favor of the motion.

A Motion was made by Vice President Kay and seconded by Trustee Lawler to adjourn from Executive Session and return to the regular order of business. There was a unanimous vote in favor of the motion.

ACTION ITEM:

16-01 Wage and Salary Adjustment

A motion was made by Trustee Lawler and seconded by Trustee Meunier to approve salary and wage adjustments recommended by General Manager Frasier. There was a unanimous vote in favor of the motion.

A motion was made by Trustee Lawler and seconded by Vice President Kay to adjourn. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Linda Deacetis  
Recording Secretary