

**BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
March 13, 2017**

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

AGENDA ADDITIONS: None

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on January 9. A motion was made by Trustee Lawler and seconded by Trustee Meunier to approve the minutes. There was a unanimous vote in favor of the motion.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS: None

ASSISTANT MANAGER'S REPORT:

Design and Construction Services for New Facility

There is an action item to issue a Request for Qualifications for engineering services for the new facility. This process will assist in identifying which engineering firms the District would solicit proposals from. Assistant Manager Douglas noted the District could retain the Jackson Station name for the facility, but it could be beneficial to have a name change for clarity of the stations through the process. Guidance and direction from the Board on the matter is welcome.

Lead in Schools

The District is working with public and private schools served by the District sampling for lead as part of a State funded initiative. While obtaining samples, staff are working with administrators and maintenance staff to explain the sources of lead and to develop a sampling plan. The District's assistance has been received with much appreciation. The bulk of sampling has been completed and awaiting results from the State. The results received to date have been good.

Main Extension Inquiries

The District has received a number of inquiries in regard to main extensions. Assistant General Manager Douglas noted several developers have inquired about extending District mains, and what their responsibilities are as opposed to the District's responsibility.

Pilot Study and Tour

With the pilot up and running, Assistant General Manager Douglas welcomed the Board to a tour of the piloting equipment after the meeting.

GENERAL MANAGER'S REPORT:

Bath Water District

General Manager Frasier and Trevor Hunt, Bath Water District, held a meeting in January, with Judy Wallingford, President, and Rick Knowlton, VP of Operations at Maine Water Company, to obtain information on an operational and financial study they conducted for the Augusta Utilities Coalition. During the meeting Maine Water Co. was asked to submit a proposal to conduct a study to provide an analysis for combining certain functions of the organizations. After receiving the proposal a meeting was held on February 1, with Trustees from BTWD and BWD. Chris Cossette, Superintendent, and Greg Wood, Chair of the Board of Trustees from the Wiscasset Water District were invited to attend. After some discussion the committee decided to proceed with the study. There is an action item for authorization.

Highland Green Phase 4

The District met with Chris Belanger, engineer for Highland Green to discuss requirements for building the next phases of the development. It was noted that most of Phase 4, additional housing units along Audubon Way, could be served by the District system. Parts of Phase 4, as well as phases 5 and 6, should be served by a boosted pressure system. The District will continue discussions with Mr. Belanger about how best to serve the development. Mr. Belanger was informed that the District no longer allows private main installation unless they are master metered.

Topsham Annex Housing Redevelopment

Curt Neufeld, of Sitelines, has been hired by a developer interested in purchasing housing at the Topsham Annex currently owned by George Scott. Mr. Neufeld met with the District on March 6, to discuss information the District has of the water infrastructure on Liberty Circle. The District informed Mr. Neufeld the developer would have to continue a new public main to replace the old main to Liberty Circle. Further, the District would not take ownership of the mains in Liberty Circle unless they were replaced. Wright Pierce did a study in 2005, to investigate ways to create a high pressure zone that could serve the Topsham Annex, Highland Green, and portions of the existing District system. It was noted that although the plan never materialized, Highland Green built its own booster pumping station. With the larger plan in mind, they constructed the station to District standards to allow for possible future District ownership.

ACTION ITEMS:

17-03 Maine Water Co. Study

A motion was made by Vice President Kay and seconded by Trustee Lawler authorizing General Manager Frasier to contract with Maine Water Co. to conduct a collaboration study in an amount not to exceed \$6,100.00. There was a unanimous vote in favor of the motion.

17-04 Jackson Station Request for Qualifications

A motion was made by Vice President Kay and seconded by Trustee Lawler to issue a request for qualifications for engineering services for the redesign of the Jackson Station. There was a unanimous vote in favor of the motion.

SECOND INVITATION FOR PUBLIC COMMENT: None

A motion was made by Trustee Lawler and seconded by Trustee Meunier to adjourn to Executive Session Per Title 1 MSRA Section 405 (6) (A) to Discuss Personnel Issues.

A motion was made by Vice President Kay and seconded by Trustee Meunier to adjourn from Executive Session and return to the regular order of business.

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

NEXT MEETING:

The next regular meeting will be held on April 10, 2017 at 5:30 p.m.

Respectfully submitted,

Linda Deacetis
Recording Secretary