

**BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING**

**April 9, 2018**

President Kay called the Meeting to order. Roll call was taken. Others present were Vice President Moll; Trustees Philippon, Lawler, Ivery, and Meunier. Treasurer Woollacott, General Manager Frasier, Assistant General Manager Douglas, Finance Director Knowles, Director of Operations Cobb, and Assistant Engineer Schofield.

AGENDA ADDITIONS: None

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on March 12. A motion was made by Trustee Lawler and seconded by Vice President Moll to approve the minutes. There was a unanimous vote in favor of the motion.

INVITATION FOR PUBLIC COMMENT: None

FINANCIAL REPORTS:

Finance Director Knowles reviewed the Financial Reports for the month ending March 31, 2018.

DIRECTOR OF OPERATIONS REPORT:

*Flushing*

The District has begun flushing mains in Topsham. The objective this year was to increase the water velocity. Moving more water cleans the mains more thoroughly and improves water quality; the process has proven to be successful. The crews are making good progress and are one-quarter of the way through the process.

*Jordan Avenue Wellfield*

Tree removal at the lower Jordan Avenue Wellfield has been completed. The District will be renting an excavator to clean up the remaining stumps and low lying brush. Well point installation should begin the end of April or the first of May.

### *Stations*

The District is in the process of rebuilding Jackson Station Filter 2 due to screen failure. The filter should be back in service in May before the high demand season begins.

Repairs to the Taylor Station pump motor should be done by the first of May.

### *Spring Clean-Up*

Spring clean-up will begin this month including grounds maintenance and repairs to water services, mains, and hydrants found over the winter months.

### ASSISTANT MANAGER'S REPORT:

#### *Topsham Filtration Facility Update*

CDM Smith continues to work on the architectural aspects of the Topsham Filtration Facility. Assistant General Manager Douglas shared sketches with the Board to review. The District continues to gather data to back up future decisions for the new filtration system.

#### *Union Street Project*

Crooker Construction has begun the Union Street Project, from Mill Street to Elm Street, Brunswick. The project includes replacing storm, sewer, water, and road reconstruction. A public meeting was held to explain the process to residents, noting each utility will be laid separately in multiple phases.

#### *Customer Demand Trending*

In September of 2015, the engineering department shared information about the decrease of water demand over the past decade. Using the McMillian Area Demand per Service method Assistant General Manager Douglas reviewed a graph showing data from 2002-2018 noting the closure of the Navy Base and efficient appliances are factors for the District's decrease.

*Midcoast Regional Redevelopment Authority*

A new housing development that borders the former Naval Station has been brought up for discussion as to who will supply their water. Assistant General Manager Douglas is in the process of having language drawn up that the properties be served by the District for future developments. MRRA is in agreement with this decision.

GENERAL MANAGER'S REPORT:

*Union Employees Annual Evaluations*

Performance evaluations for the District's union members will be conducted on or before their anniversary dates as stipulated in the union contract.

*Midcoast Regional Redevelopment Authority*

The District received a draft contract from its attorney for meter reading and billing for MRRA as requested. General Manager Frasier reviewed the breakdown of fees the District would charge for installations and services that would be provided. After some discussion the Board agreed to have all documents done formally for future decisions.

ADDITIONAL COMMENTS: None

ACTION ITEMS: None

SECOND INVITATION FOR PUBLIC COMMENT: None

A motion was made by Trustee Ivery and seconded by Vice President Moll to adjourn to Executive Session Per Title 1 MRSA Section 405 (6) (A) to Discuss Personnel Issues, and Section 405 (6) (C) to Discuss Property Issues.

A motion was made by Trustee Lawler and seconded by Vice President Moll to adjourn from executive session and return to the regular order of business.

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

*Minutes of Regular Meeting*

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NEXT MEETING:

The next regular meeting will be held on May 14, at 5:30 p.m.

Respectfully submitted,

Linda Deacetis  
Recording Secretary