

**BRUNSWICK AND TOPSHAM WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**May 9, 2016**

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

Absent: Trustee Lawler and Treasurer Woollacott.

AGENDA ADDITIONS: None

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on April 11. A motion was made by Vice President Kay 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:

Financial Director Knowles reviewed the Financial Reports for the month ending April 30, 2016.

ASSISTANT ENGINEER'S REPORT:

*GIS Upgrades*

The District mobile GIS will be upgraded in July with TC Technologies to ensure it includes the 2016 version. Engineering staff will be attending training in Massachusetts in preparation for the upgrades. Upon completion of the upgrade, Engineering staff will continue creating an overlay for easements and construction field books.

GENERAL MANAGER'S REPORT:

*Five Rivers Regional Water Council*

The council has scheduled a joint meeting of Boards of Trustees for May 17, at 6:00 p.m. at the Kennebec Tavern in Bath to review the River Rivers Regional Assessment and answer any questions. Board members attending are President Philippon, Vice President Kay, Trustees Ivery, Meunier, and Moll.

*New Employee*

The open position in Distribution has been filled; Gavin Mathy began working on May 4. T. C. Schofield filled the Engineering position and began on May 2. Calvin Stevens and Nick Grover were selected to become treatment operators. Nick began his training on May 2 and Calvin will begin his on May 9.

*Jackson Treatment Selection Study Update*

Wright Pierce submitted a draft of the treatment study report. District staff had some suggested revisions and have set a deadline of May 26 for a 95 percent completion submittal.

*Disinfection Byproducts Update*

Total Trihalomethanes (TTHM's) levels in the distribution system continue to trend up. The District has taken several measures to reduce THM's by reducing the age of the water in the system including installing bleeders, lowering tank operating levels, and narrowing the operating range. Continued sampling shows THM's still trending up. General Manager Frasier is recommending an aeration system to be installed at the Oak Street Tank which will reduce the THM by 30 to 50 percent. The District received two estimates for the system and have chosen Medora Corp.

ACTION ITEMS:

*16-01 Capital Budget Addition*

The Board is requested to take any action it deems necessary to authorize the expenditure of up to \$225,000 for the installation of an aeration system at the Oak Street Tank for the removal of disinfection byproducts. Staff also requests authorization to execute all necessary contracts to complete the project.

A motion was made by Vice President Kay and seconded by Trustee Meunier to authorize the expenditure of up to \$225,000 for the installation of an aeration system at the Oak Street Tank and to execute all necessary contracts. There was a unanimous vote in favor of the motion.

*16-02 Customer Abatement List*

It's been 10 years since we have written off accounts that have become uncollectible. We ask that the Board consider the write-off of these customer account balances so that our accounts receivable are more representative of the money we actually believe we will collect.

A motion was made by Trustee Ivery and seconded by Vice President Kay to write-off the uncollectible customer account balances presented. There was a unanimous vote in favor of the motion.

SECOND INVITATION FOR PUBLIC COMMENT: None

NEXT MEETING:

The next regular meeting will be held on June 13, 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 Meunier to adjourn to Executive Session Per Title 1 MRSA Section 405 (6) (A) to discuss personnel issues. There was a unanimous vote in favor of the motion.

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

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

Respectfully submitted,

Linda Deacetis  
Recording Secretary