

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
May 14, 2018

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

AGENDA ADDITIONS: 18-07 Line of Credit Renewal (DOK)

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on April 9. A motion was made by Trustee Meunier and seconded by Trustee Lawler 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 April 30, 2018.

DIRECTOR OF OPERATIONS REPORT:

Flushing in Topsham

Flushing in Topsham has been completed. The Distribution crew will begin repairing issues that were found during the flushing process.

Topsham Saddle Replacements

The Distribution crew have started excavating and replacing saddles in the Bay Park Area to stay ahead of the Topsham paving project

Jackson Station Filter #2

The District received parts for Filter #2. The Pumping and Treatment crew will begin rebuilding the filter and have it back on line in time for the high demand season.

ASSISTANT MANAGER'S REPORT:

Topsham Filtration Facility Update

Dr. Tobiason, from the University of Massachusetts Amherst, performed two tests to help to determine the appropriate method for reducing the total organic carbon in the District's Jackson supply. The results from the test showed using the granular activated carbon method could be effective but would be costly compared to the anion exchange processes.

The District and CDM had a preliminary meeting with the Department of Environmental Protection to discuss the discharge permit for the new filtration facility.

There will be a project team meeting on May 25th, to evaluate potential process approaches. The meeting will be relevant in determining the design. Work continues to progress on the architectural aspects of the facility.

Request for an Increase to the GIS Capital Budget

The District completed a significant upgrade in 2017 for the GIS system. ESRI and TC Technology have and continue to make significant upgrades. The proposed 2018 upgrades will require investment in software with the majority of the expense being outside labor and integrating newer platform features. By completing the upgrade in a single phase it will minimize cost and disruptions. There is an action item for the increase.

Union Street Project

Storm, sewer, and water utilities have been installed on Union Street from Mill to Cumberland Streets.

High Pressure Zone Discussion

The development of a high-pressure zone is becoming a topic of discussion as the Highland Green Community looks to begin their next phase of development and other developers are looking at property at the former Annex. Building in this area is projected to have 800 units which would account for 10% of the system in the future, the District is looking forward to ensure all of its customers have good service.

GENERAL MANAGER'S REPORT:

Agreement for Meter Reading and Billing Services

The Midcoast Regional Redevelopment Authority previously requested a proposal from the District for meter reading and billing its tenants. An agreement was made by the District with the assistance of Verrill Dana. There is an action item for the proposed agreement.

Private Fire Protection Charges Discussion

Due to the planned rate adjustment the District has done a comprehensive review of private fire protection charges.

ADDITIONAL COMMENTS: None

ACTION ITEMS:

18-04 Authorization to Offer a Contract to MRRA for Meter Reading and Billing Services

The Board is requested to take any action necessary to authorize the District to offer and enter into a contract with Midcoast Regional Redevelopment Authority to provide meter reading and billing services.

A motion was made by Trustee Lawler and seconded by Vice President Moll to authorize the General Manager to offer and execute the proposed Water Meter Reading and Billing Services Agreement. There was a unanimous vote in favor of the motion.

18-05 Bond Resolution

The District has applied to the Maine Municipal Bond Bank for bonds in the amount of up to \$655,000 to finance the Topsham Filtration Facility design. The Board is requested to adopt the attached resolution authorizing the issuance of these bonds.

A motion was made by Trustee Meunier and seconded by Trustee Lawler to adopt the attached resolution authorizing the issuance of the bonds. There was a unanimous vote in favor of the motion.

18-06 Change to Capital Budget

The Board is requested to take any action it deems necessary to increase the line item for GIS Software and Upgrades in the 2018 capital budget from \$30,000 to \$65,000.

A motion was made by Trustee Lawler and seconded by Vice President Moll to increase the line item for GIS Software and Upgrades in the 2018 capital budget from \$30,000 to \$65,000. There was a unanimous vote in favor of the motion.

18-07 Line of Credit Renewal

The Board is requested to take any action necessary to renew the \$250,000 line of credit with Bath Savings Institution.

A motion was made by Trustee Lawler and seconded by Vice President Moll to renew the \$250,000 line of credit with Bath Savings Institution. 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 Vice President Moll to adjourn to Executive Session Per Title 1 MRSA 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 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 June 11, at 5:30 p.m.

Respectfully submitted,
Linda Deacetis
Recording Secretary