

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

June 12, 2017

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

AGENDA ADDITIONS: None

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on May 8. A motion was made by Trustee Meunier and seconded by Trustee Ivery to approve the minutes. There was a unanimous vote in favor of the motion.

INVITATION FOR PUBLIC COMMENT:

President Philippon led a discussion of the events related to the Board vote on May 8 concerning Mr. Murray's request for reimbursement for water damage cleanup, and individual Board member's role in the matter. President Philippon also expressed his concerns with historical Board votes granting abatements for unusually high water bills.

FINANCIAL REPORTS:

Financial Director Knowles reviewed the Financial Reports for the month ending May 31, 2017.

ASSISTANT MANAGER'S REPORT:

Piloting Update

Blueleaf has successfully completed the water quality piloting at Taylor and will be submitting their report in four weeks. Blueleaf will also be submitting a cost proposal to extend the piloting program to include testing of the MIEX process. MIEX is a proprietary anion exchange resin designed to remove total organic carbon, and could result in significant capital cost savings over the treatment scheme currently under consideration.

Evaluating the Responses to the Request for Qualifications

The District received five responses for qualifications for the Jackson Station Facility. There is an action item to form a selection committee. There will be a committee workshop on June 26 at 5:30 p.m. in hopes of selecting 2 to 3 firms out of the five to move to a proposal phase.

GENERAL MANAGER'S REPORT:

Customer Communications Plan

Meredith Strang Burgess of Burgess Advertising and Marketing reviewed her proposal with the Board for the new Jackson Station Facility.

Murray Insurance Claim

Mr. Peter Murray of 25 Pinewood Drive, Topsham attended the regular Board meeting on May 8 requesting the District pay to have Servpro clean his basement. General Manager Frasier noted that after reviewing the proof of payment from Mr. Murray's insurance company there were some discrepancies with the information Mr. Murray provided. General Manager Frasier informed Mr. Murray of the discrepancies and that the District would not make payment until he could clarify them. There is an action item on this matter for the Board's consideration.

Bath Water District

Maine Water Company has submitted a draft study for the collaboration and consolidation of the two districts. General Manager Frasier and Trevor Hunt of Bath Water will review it and submit a final draft to the Trustees committee for review and discussion.

Health Insurance

Mr. Frasier noted that he has been discussing getting quotes from various health insurance providers with an insurance broker. Aetna Insurance has provided a quote, but the actual savings vs. our current provider have not been determined. Mr. Frasier will continue working on this so that a decision can be made in the fall; the renewal date for the District's current plan is January 1, 2018.

Highland Greens

Highland Green is planning more expansion. They are going to the planning board at the end of June. The District sent Highland Green a letter outlining the District's Policy in regard to its policy for public and private main extensions and requested a meeting.

ADDITIONAL COMMENTS: None

ACTION ITEMS:

17-07 Reconsideration of Board Vote on Property Damage Incident

A motion was made by Vice President Kay and seconded by Trustee Moll to reconsider the vote on Item 17-06 on May 8 to pay Mr. Murray for damages sustained by flooding. There was a unanimous vote in favor of the motion.

After some discussion President Philippon asked for a vote on the motion made by Vice President Kay and seconded by Trustee Moll to obtain a release from Mr. Peter Murray and pay his claim of \$4,097.17 to have Servpro clean his basement due to water damage. There was a unanimous vote opposed to the motion.

17-08 Authorization of Selection Committee

A motion was made by Vice President Kay and seconded by Trustee Moll to form and authorize the proposed committee to select engineering firms from the responses to the Request for Qualifications Engineering and Design Services Jackson Station and Administration Facilities to submit proposals. There was a unanimous vote in favor of the motion.

17-09 Authorization to Notify Firms of Selection Committee's Decision

A motion was made by Trustee Meunier and seconded by Vice President Kay to authorize staff to inform responding engineering firms of the Selection Committee's decisions. There was a unanimous vote in favor of the motion.

17-10 Line of Credit Renewal

A motion was made by Trustee Meunier and seconded by Trustee Ivery to renew the line of credit of \$250,000 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 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 July 10, 2017 at 5:30 p.m.

Respectfully submitted,

Linda Deacetis
Recording Secretary