

**BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
June 11, 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: N/A

CORRESPONDENCE: N/A

**MINUTES:**

The Board reviewed the minutes of the meeting held on May 14. 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: N/A

**FINANCIAL REPORTS:**

Finance Director Knowles reviewed the Financial Reports for the month ending May 31, 2018. A budget variance analysis was distributed to the Board for review.

DIRECTOR OF OPERATIONS REPORT: N/A

**ASSISTANT MANAGER'S REPORT:**

*Topsham Filtration Facility Update*

The Topsham Filtration Facility project team met in May and determined a three step process is the best approach for the new filtration system. This process is essentially what is presently being done at Jackson Station to remove iron and manganese, but will add a total organic carbon removal step and an iron and manganese polishing step to increase efficiency.

The District is progressing in making a decision on the design of the new facility between a consolidated facility and a two-structure configuration. Updated drawings of the new facility were distributed to the Board prior to the meeting for review.

*Union Street Project*

The Union Street project is coming to a close; the District is currently working on punch list items.

*Daycare Lead Samples*

The District was contacted about two daycares in the Jordan Avenue area after the water tests they submitted to the State showed a higher than normal level of lead. The District took multiple samples, sent them to multiple labs and all numbers returned were good. Assistant General Manager Douglas will reach out to the State regarding initial results.

*High Pressure Zone Discussion*

John Shattuck of Topsham Development, Inc. (TDI) hosted a meeting with the Town of Topsham, TDI, Highland Green Community, Patriots Development (housing owners in Annex), MRRA, representatives for Senators Collins and King, and Brunswick and Topsham Water District to discuss coordination and cooperation for a high-pressure zone.

*Jordan Avenue Wellfield*

The well drillers have completed several wells in the new field and are replacing wells in the old field. The wells are being tied into the suction system by BTWD staff.

GENERAL MANAGER'S REPORT:

*Private Fire Protection Charges Discussion*

General Manager Frasier reviewed a report of the District's past practices for applying charges, PUC Rules, and a proposed method for applying charges. After some discussion it was agreed the District will gather more information to bring before the Board.

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ADDITIONAL COMMENTS: N/A

ACTION ITEMS: N/A

SECOND INVITATION FOR PUBLIC COMMENT: None

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.

NEXT MEETING:

The next regular meeting will be held on July 9, at 5:30 p.m.

Respectfully submitted,  
Linda Deacetis  
Recording Secretary