

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

**July 10, 2017**

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

AGENDA ADDITIONS: None

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on June 12. A motion was made by Trustee Ivery 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:

Financial Director Knowles reviewed the Financial Reports for the month ending June 30, 2017.

ASSISTANT MANAGER'S REPORT:

*Piloting Update*

Blueleaf has submitted a draft of the pilot report for work completed to date. The MIEX pilot at Jackson Station should begin July 31 and the report should be done in time for selecting of engineering firm.

*Water Storage Tank Facility Inspection*

The District had its annual inspection of the Oak Street and Church Road Tanks. Both tanks passed the inspection with no issues.

*Reduction in Software Subscription Costs*

The District has reduced the cost of software subscriptions by subscribing annually. Annual subscriptions give the District the flexibility to change as options arise.

GENERAL MANAGER'S REPORT:

*Union Contract Employee Evaluations*

The District has been doing employee evaluations required by the union contract. General Manager Frasier noted employees are progressing very well by upgrading their licenses, and step increases have been awarded.

*Health Insurance*

The District received a quote from Aetna via a broker for a health insurance plan that could save \$80,000 annually. General Manager Frasier noted it would be worth pursuing, but no changes would be made until January 1.

*Maine Water Company*

Maine Water Company has completed their report on the financial benefits of cooperation and consolidation. General Manager Frasier and Trevor Hunt of Bath Water District will meet with committee members on August 3, at 12:00 p.m. Mr. Frasier noted he should have the final report for the August meeting.

ADDITIONAL COMMENTS: None

ACTION ITEMS: None

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SECOND INVITATION FOR PUBLIC COMMENT: None

A motion was made by Trustee Lawler and seconded by Vice President Kay 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 August 14, 2017 at 5:30 p.m.

Respectfully submitted,

Linda Deacetis  
Recording Secretary