

**BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
September 12, 2016**

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

AGENDA ADDITIONS: None

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on August 8. 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: None

FINANCIAL REPORTS:

Financial Director Knowles reviewed the Financial Reports for the month ending August 31, 2016.

ASSISTANT MANAGER'S REPORT:

*Jackson Jar Testing Complete*

The initial phase of screening dosages and chemicals appropriate for the Jackson Facility has been completed. The District hopes to have the piloting proposals for both Jackson and Taylor Stations next month.

*Disinfection By-Product Monitoring*

Assistant General Manager Douglas received word from the certified laboratory, which was reporting higher TTHM values, that they have found an issue with their ion source on their gas chromatography mass spectrophotometer. This was discovered when the lab failed a recent proficiency test. This information has been forwarded to the State Laboratory Certification officer. The repair to the ion source should close the previously unexplained gap between this laboratory's results and those of the District's on-line analyzer.

GENERAL MANAGER'S REPORT:

*Freedom of Access Act Request*

General Manager Frasier reported HD Supply, a national distributor of waterworks, has made a Freedom of Access Act request for copies of the District's Value Added Services contract with EJ Prescott and copies of paid invoices for the past year. The EJP contract states it is confidential and proprietary. After consulting with the District's legal counsel and the Public Access Ombudsman, General Frasier notified HD Supply the District will release the documents as requested.

*Policies and Procedures*

General Manager Frasier proposed two substantive changes for the District policy on purchasing land. The first will state the District will endeavor to acquire land within the 200-day travel time zone near the wellheads, and the second is to establish a committee to negotiate the price and terms of a proposed purchase, sale, or lease. There is an action item for adopting the policy.

In June, the District received a letter requesting collective bargaining for the Union Contract. After some discussion it was agreed the District president and vice-president would be on the negotiating committee.

ACTION ITEMS:

16-06 Policy and Procedures for District-Owned Land

The Board is requested to take any action it deems necessary to adopt the proposed policy and procedures.

A motion was made by Trustee Lawler and seconded by Trustee Meunier to adopt the proposed revised policy and procedures for District-Owned Land. 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 October 17, 2016 at 5:30 p.m. A motion was made by Vice President Kay and seconded by Trustee Meunier to adjourn. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Linda Deacetis  
Recording Secretary