

**BRUNSWICK AND TOPSHAM WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**September 10, 2018**

President Kay called the Meeting to order. Roll call was taken. Others present were Vice President Moll; Trustees Philippon, Lawler, and Meunier; Treasurer Woollacott, General Manager Frasier, Assistant General Manager Douglas, Finance Director Knowles, Director of Operations Cobb, Assistant Engineer Schofield, Al LeBlanc and Dave Polcari from CDM Smith, and Owens McCullough from Sebago Technics. Absent: Trustee Meunier.

AGENDA ADDITIONS: CDM Smith Review of Topsham Filtration Facility

CDM Smith reviewed the pros and cons of one building or two for the new Topsham Filtration facility. After some discussion a motion was made by Trustee Lawler and seconded by Trustee Ivery to build one building for the new Topsham Filtration Facility. There was a unanimous vote in favor of the motion.

CORRESPONDENCE: N/A

MINUTES:

The Board reviewed the minutes of the meeting held on August 13. A motion was made by Vice President Moll and seconded by Trustee Lawler to approve the minutes. There was a unanimous vote in favor of the motion.

The Board reviewed the amended minutes of the meeting held on May 14. A motion to approve was made by Vice President Moll and seconded by Trustee Lawler. 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 August 31, 2018.

DIRECTOR OF OPERATIONS REPORT:

*Jordan Avenue Wellfield*

The District is in the process of tying the new well points into the new main. The process is expected to be completed in November.

*Taylor 150HP Pump*

Repairs from a storm in 2017 have been made with the installation of a new 150HP pump. The pump will be put into service this week.

*Bay Park Saddle Replacement*

The saddle replacements in Bay Park have been completed for the year. The District is in a good position as far as staying ahead of the town of Topsham paving plans.

*Fall Projects*

The District will begin hydrant maintenance, winterization, and replacement for the season.

ASSISTANT MANAGER'S REPORT:

*Topsham Treatment Facility Updates*

The District held a workshop on Tuesday, August 21, to review options for the new treatment facility. The District will begin focusing on interior details and hope to have a preliminary design report by November.

*Lead and Copper Compliance Sampling*

The lead and copper results from the samples collected to date have been excellent - less than 2 parts per billion for lead, and less than 0.7 parts per million for copper.

*Interest in BTWD History*

A member of the New England Water Works Association and Boston and Maine Railroad Historical Society republished part of the District's history that was published in the NEWWA journal in 2015, where railroad companies were owners of water systems.

GENERAL MANAGER'S REPORT:

*Spear Phishing Attack*

The District had a spear phishing attack on July 5. The problem has been rectified and the Topsham Police Department has been notified and is investigating.

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 October 15, at 5:30 p.m.

Respectfully submitted,

Linda Deacetis  
Recording Secretary