

**BRUNSWICK AND TOPSHAM WATER DISTRICT  
MINUTES OF REGULAR MEETING  
October 17, 2016**

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

AGENDA ADDITIONS: None

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on September 12. A motion was made by Trustee Lawler and seconded by Trustee Moll 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 September 30, 2016.

ASSISTANT MANAGER'S REPORT:

*Union Street Upgrades*

The Town of Brunswick will be making upgrades to their storm drain on Union Street in 2017. The District would like to upgrade 1,500 feet of unlined cast iron pipe to 8-inch zinc coated ductile iron and to meet the industry standard of hydrants being serviced from 8-inch mains. The Town has retained Sitelines for their storm drainage design. The District is proposing to contract with Sitelines to add its upgrades to the Town's plans and specifications. There is an action item for this proposal.

*Jackson Station Treatability Pilot Phase*

The District has received a proposal from Blueleaf, which did the benchtop testing, to do the piloting at both Jackson and Taylor Stations independently. Piloting the facilities separately should help to determine whether the stations should remain separate or be joined together. The proposed cost for the piloting is \$145,000. There is an action item for this proposal.

GENERAL MANAGER'S REPORT:

*Updates, News and Notes*

General Manager Frasier informed The Board the EJ Prescott invoices requested by H.D. Supply have been compiled and ready to go. H.D. Supply requested EJP's Quality of Service Contract as well but The Board agreed to only send copies of the invoices.

The first session for collective bargaining is scheduled for Wednesday, October 19, at 5:30 p.m.

General Manager Frasier noted the Kennebunk, Kennebunkport & Wells Water District community will be voting on whether to continue adding fluoride to the drinking water. KKW is opposing the continuation of fluoridation to its drinking water. There may be potential for the same issue to arise for the District.

The Brunswick-Topsham Bridge Design Advisory Committee has invited The District to attend a meeting on November 9, seeking input concerning the potential replacement of the Frank J. Wood Bridge.

ACTION ITEMS:

16-07 Union Street Project Design Authorization

The Board is requested to authorize the District's General Manager to contract with Sitelines for \$4500 to prepare plans and specifications for upgrading 1,500 feet of water main on Union Street from Pleasant Street to Mill Street.

A motion was made by Trustee Lawler and seconded by Trustee Meunier to authorize the District's General Manager to contract with Sitelines for \$4500 to prepare plans and specifications. There was a unanimous vote in favor of the motion.

16-08 Blueleaf Pilot Authorization

The Board is requested to authorize the District's General Manager to contract with Blueleaf to pilot treatment alternatives at the Jackson and Taylor Station supplies at an estimated cost of \$145,000.

A motion was made by Trustee Lawler and seconded by Trustee Meunier to authorize the District's General Manager to Contract with Blueleaf. There was a unanimous vote in favor of the motion.

16-09 Election of Officers

Article II, Section 1 of the District's By-Laws States, "At the regular October meeting of the Trustees, a President, Vice-President and a Clerk shall be elected to serve until the next subsequent election, or until their successors are duly elected and qualified, and to elect a Treasurer and Superintendent to serve from the first day of January for each calendar year.

The Board is requested to take any action it deems necessary.

In accordance with the requirements of Article II, Paragraph 1 of the Brunswick & Topsham Water District By-Laws, the following action was taken for the Election of Officers:

President Philippon turned the meeting over to Clerk Frasier who was designated Chairman Pro-Tem. Chairman Pro-Tem Frasier asked for nominations for the office of President. Trustee Lawler nominated President Philippon for the Office of President.

Vice President Kay seconded the motion and made a motion to cease nominations and directed Chairman Pro-Tem Frasier to cast one ballot for President Philippon for the Office of President. There was a unanimous vote in favor of the motion.

President Philippon asked for nomination for the Office of Vice President. Trustee Lawler nominated Vice President Kay for Office of Vice President. Trustee Meunier seconded the nomination. With no other nominations, Trustee Meunier made a motion to cease nominations. There was a unanimous vote in favor of the motion and President Philippon was directed to cast one ballot for Vice President Kay for the Office of Vice President.

President Philippon asked for nominations for the Office of Clerk. Vice President Kay nominated Mr. Alan Frasier for the Office of Clerk. Trustee Lawler seconded the motion. With no other nominations, Trustee Lawler made a motion to cease nominations and to have President Philippon cast one ballot for Mr. Alan Frasier for the Office of Clerk. There was a unanimous vote in favor of the nomination.

President Philippon asked for nominations for the Office of Treasurer. Vice President Kay nominated Mr. John Woolcott for the Office of Treasurer for calendar year 2017. Trustee Lawler seconded the motion. There was a unanimous vote in favor of the motion and President Philippon was directed to cast one ballot for Mr. John Woolcott for the position of Treasurer for calendar year 2017.

President Philippon asked for nominations for the position of General Manager. Vice President Kay nominated Mr. Alan Frasier for the position of General Manager for calendar year 2017. Trustee Lawler seconded the motion. With no other nominations, Trustee Lawler made a motion to cease nominations and to have President Philippon cast one ballot for Mr. Alan Frasier for the position of General Manager for the calendar year of 2017. There was a unanimous vote in favor of the motion.

With no other office or position to be filled President Philippon declared the Election of Officers to be complete.

16-10 Request for Abatement

The District received an email from Harris Golf, the operators of the Highland Green Golf Club. They had a very large leak that caused a substantial increase in their water bill. According to the abatement policy, the customer is eligible to receive an abatement of \$7,898.75. Since this abatement is greater than \$1,000, the policy requires Board approval to proceed. The Board is requested to consider approving an appropriate abatement for this customer.

A motion was made by Trustee Lawler and seconded by Trustee Moll to grant Harris Golf an abatement of \$7,898.75, with the stipulation their outstanding bill is paid in full by year end 2016; the abatement would then be applied to their account as a credit. 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 November 14, 2016 at 5:30 p.m. A motion was made by Vice President Kay and seconded by Trustee Lawler to adjourn. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Linda Deacetis  
Recording Secretary