

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
November 9, 2015

President Philippon called the Meeting to order. Roll call was taken. Others present were Vice President Kay, Trustees Ivery, Lawler, and Meunier; General Manager Frasier, District Engineer Douglas, Operations Manager Alexander, Finance Director Knowles; public attendees Mike Willette, Chad Gagnon and Andrew Proulx. Absent: Dr. Richard Moll.

AGENDA ADDITIONS: 15-09 Request for Abatement
15-10 Election of Officers

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on October 19. A motion was made by Trustee Lawler and seconded by Vice President Kay to approve the minutes. There was a unanimous vote in favor of the motion.

INVITATION FOR PUBLIC COMMENT:

Mr. Andrew Proulx addressed the Board. He purchased 9 Dunning St., Brunswick which had an outstanding balance due to the District by the previous owner. Mr. Proulx stated he was unaware of the outstanding bill due to leaks at the property and is requesting the Board grant him a credit of half the monies owed which he thinks is \$3,000.00.

Mr. Mike Willett of Coastline Mobile Home Park addressed the Board and is requesting some relief of his water bill due to a large and on-going leak they are trying to resolve. The balance due is \$8000.00 and he is requesting the Board grant him a credit for at least half.

FINANCIAL REPORTS:

Financial Director Knowles reviewed the Financial Reports for the month ending October 31, 2015.

ENGINEERING REPORT:

Jackson Station Treatability Study

The Jackson Station Treatability Study participants held its second meeting on October 22, 2015. They reviewed the project sampling plan and goals for next year in terms of characterizing the raw water. Wright Pierce will move forward with getting the full report together with check-ins with the group.

TTHM and HHA5 Results Trending Higher

The District met with the Maine Drinking Water Program to discuss the sampling results that show TTHM's trending higher. The District is addressing the issue as part of the Jackson Station Treatability Study. Should the District fall out of compliance the Maine Drinking Water Program will request the District to accelerate the schedule.

GIS Server Upgrades

The Engineering Department installed server upgrades to GIS. The District now has the capability of getting photos attached to the maps which show intersections and valving during excavating, searching for leaks, and other problems.

GENERAL MANAGER'S REPORT:

Smith Farm Request to Transfer Private Mains to District

The District has received a written request from The Smith Farm Condominium Owners Association to take ownership of their private water system. The District will begin the process for evaluating their system.

Staffing

Eric Gagnon, the District's Engineering Technician, has resigned to take a position as Assistant Superintendent at the Yarmouth Water District. Eric has been with District for 17 years, starting out as a student at Central Maine Technical College on a work-study program.

ACTION ITEM:

Item 15-08 Customer Request for Financial Request

Mr. Andrew Proulx is seeking relief from the Board on a past due balance at 9 Dunning St., Brunswick which he obtained when he purchased the property.

A motion was made by Trustee Lawler and seconded by Vice President Kay to grant Mr. Proulx a credit of \$1400.00 on the past due balance at 9 Dunning St., Brunswick with the understanding he does not make another request in the future. There was a unanimous vote in favor of the motion.

Item 15-09 Request for Abatement-Coastline Mobile Home Park

Mr. Mike Willette is seeking relief from the Board for some of his high water bills due to a large and on-going leak at his mobile home park.

A motion was made by Trustee Lawler and seconded by Vice President Kay to grant an abatement for \$2428.79 to Mr. Willette for his high water bills. There was a unanimous vote in favor of the motion.

Item 15-10 Election of Officers

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.

Trustee Meunier seconded the nomination 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 nominations 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 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 Woolacott for the Office of Treasurer for calendar year 2016. Trustee Lawler seconded the motion. With no other nominations Trustee Lawler 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 Mr. John Woolacott for the position of Treasurer for calendar year 2016.

President Philippon asked for nominations for the position of General Manager. Trustee Lawler nominated Mr. Alan Frasier for the position of General Manager for calendar year 2016. Trustee Meunier seconded the motion. With no other nominations, Trustee Meunier 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 2016. 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.

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SECOND INVITATION FOR PUBLIC COMMENT: None

NEXT MEETING:

The next regular meeting will be held on December 14, 2015 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Vice President Kay and seconded by Trustee Lawler to adjourn the regular order of business. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Linda Deacetis
Recording Secretary