

**BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
December 14, 2015**

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

AGENDA ADDITIONS: None

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on November 9. A motion was made by Trustee Ivery 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 November 30, 2015.

ENGINEERING REPORT:

District Engineer Douglas informed the Board the District has several projects in various stages with nothing new to report at this time.

GENERAL MANAGER'S REPORT:

Rate Study

It has been two years since the last rate adjustment. General Manager Frasier noted that the operating budget projects a loss of approximately \$300,000 and suggested the District stay on a two year cycle to increase in small increments. After some discussion the Board agreed the District should begin the rate adjustment process.

Discussions with PUC Staff

The Public Utilities Commission noted Highland Green brought up a number of issues in its appeal of the Consumer Assistance Division decision that were not raised in its original complaint and wanted to address the District. The District had a meeting with PUC staff to discuss their concerns with the District's approach to refunds and private fire protection cost allocation. The PUC was satisfied with the information provided to them and the District was informed PUC staff would prepare a memorandum for the Commissioners to finalize the matter and send the District a copy.

MMEHT 2016 Rates

There will be an 8.25 percent rate increase in the Maine Municipal Employees Health Trust PPO-1500 plan effective January 1, 2016. All District employees are enrolled in the PPO-1500 plan. There were no adjustments in the dental, life insurance, and vision plans.

MMEHT noted the PPO plans have been underpriced and this is the first year of a planned phase-in of adjustments.

ACTION ITEM:

Item 15-11 2016 Operating Budget

Finance Director Knowles reviewed the proposed 2016 Operation Budget. After discussion on the budget, a motion was made by Trustee Lawler and seconded by Trustee Moll to approve the 2016 Operating Budget as presented. There was a unanimous vote in favor of the motion.

Item 15-12 2016 Proposed Capital Budget

General Manager Frasier reviewed the 2016 Capital Budget. After reviewing the Capital Budget, a motion was made by Trustee Lawler and seconded by Trustee Moll to approve the 2016 Capital Budget as presented. There were five votes in favor of the motion. Trustee Ivery abstained.

Item 15-13 Line of Credit Renewal

Finance Director Knowles reviewed the revolving line of credit the District has with Bath Savings Institution for \$250,000.00. The line of credit has expired, and can be renewed for an additional year with the signatures of the Treasurer and Board President. A motion was made by Trustee Moll and seconded by Trustee Lawler to approve to expend and utilize the Line of Credit as needed with Bath Savings Institution. There was a unanimous vote in favor of the motion.

Item 15-14 Rate Collection Commitment

Finance Director Knowles reviewed the collection process the District needs to follow to file liens on properties with unpaid water bills. According to State of Maine Law, all forms sent to the owners or mortgage holders must be signed by the Treasurer. For the Treasurer to have the authority to collect, the Board must commit the rates and other charges to him for collection. A motion was made by Vice President Kay and seconded by Trustee Meunier to adopt the Trustees Commitment to the Treasurer and to add their signatures to the necessary form. There was a unanimous vote in favor of the motion. Treasurer Woollacott signed the Treasurer's Certification of Commitment to allow the District to initiate the lien process.

Item 15-15 *Request for Abatement*

Sheila Quinlan Williams of 6 Riverview Drive in Topsham requested an additional abatement of an unusually high bill due to leakage because the leak continued after the meter was read. A motion was made by Vice President Kay and seconded by Trustee Moll to abate Ms. Williams \$227.69. 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 January 11, 2016 at 5:30 p.m. With nothing more to come before the Board at this time, a motion was made by Trustee Lawler and seconded by Trustee Ivery to adjourn to Executive Session Per Title 1 MRSA Section 405 (6) (A) to discuss personnel issues. There was a unanimous vote in favor of the motion.

A motion was made by Vice President Kay and seconded by Trustee Lawler to adjourn from Executive Session and return to the regular order of business. There was a unanimous vote in favor of the motion.

A motion was made by Vice President Kay and seconded by Trustee Lawler to set the average annual wage increase for non-union staff for 2016 at 2%. There were five votes in favor of the motion. Trustee Ivery abstained.

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