

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

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

AGENDA ADDITIONS: None

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on November 14. 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, 2016.

ASSISTANT MANAGER'S REPORT:

Jackson Station Treatability Pilot Phase

The District had a meeting with Wright-Pierce and Blueleaf to review the details of the Jackson Station Treatability Pilot Phase that is scheduled to begin on January 2, 2017.

GIS Update

Assistant General Manager Douglas reviewed the GIS system with the Board, highlighting user information that is available to the techs in the field and the progress that has been made in the system. To date the technicians are using the GIS to perform hydrant maintenance checks, which has eliminated errors and paperwork.

Spring Intern

The District will be hosting an intern from the University of Southern Maine, funded by the University, from January to May 2017. The intern will perform sampling for the disinfection by-product monitoring.

GENERAL MANAGER'S REPORT:

Insurance Brokerage

General Manager Frasier met with an insurance broker and received quotes on health insurance; the quotes showed potential savings for The District. Although it is too late for 2017 to make any changes it is something to look into for the future.

Pension Performance

The District's pension with HM Payson has been lagging for a couple of years. Finance Director Knowles has invited a representative from HM Payson to have a meeting to explain why.

Jackson Plan

General Manager Frasier noted hiring a Public Relations professional to help with the process of Jackson Station planning would be helpful due to the amount of money that will be spent and to provide relevant, understandable information to our customers.

ACTION ITEMS:

16-11 2017 Operating Budget

Director of Finance Knowles reviewed the proposed 2017 Operation Budget. After discussion on the budget, a motion was made by Vice President Kay and seconded by Trustee Moll to approve the 2017 Operating Budget as presented. There was a unanimous vote in favor of the motion.

16-12 2017 Capital Budget

General Manager Frasier reviewed the 2017 Capital Budget. After reviewing the Capital Budget, a motion was made by Vice President Kay and seconded by Trustee Moll to approve the 2017 Capital Budget as presented. There was a unanimous vote in favor of the motion.

16-13 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 for 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.

SECOND INVITATION FOR PUBLIC COMMENT: None

NEXT MEETING:

The next regular meeting will be held on January 9, 2017 at 5:30 p.m. A motion was made by Vice President Kay and seconded by Trustee Ivery to adjourn. There was a unanimous vote in favor of the motion.

Respectfully submitted,

Linda Deacetis
Recording Secretary