

BRUNSWICK AND TOPSHAM WATER DISTRICT
MINUTES OF REGULAR MEETING
December 11, 2017

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

AGENDA ADDITIONS: None

CORRESPONDENCE: None

MINUTES:

The Board reviewed the minutes of the meeting held on November 13. A motion was made by Trustee Lawler 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:

Finance Director Knowles reviewed the Financial Reports for the month ending November 30, 2017.

ASSISTANT MANAGER'S REPORT:

Selection Committee

The Selection Committee made their selection on November 27, selecting CDM Smith for the preliminary design of the Jackson Facility. The District met with CDM Smith on December 5, to discuss contract specifics.

There is an action item for General Manager Frasier to enter into a contract with CDM Smith for engineering services for the preliminary design.

Naming of the New Facility

The new facility is temporarily being named the Topsham Filtration Facility to differentiate between the new and old facilities until a suitable name is assigned.

Draft Primary Drinking Water State Revolving Loan Project List

The District submitted paperwork to Draft Primary Drinking Water State Revolving Loan Project to be placed on the list for the Topsham Filtration Facility. If selected the District will receive some funding for the project.

GENERAL MANAGER'S REPORT:

Old Portland Road, Brunswick Property

Northeast Mechanical and Energy Management Services, whose land abuts District property on Old Portland Road, Brunswick that was out for bid, was the highest bidder. The District received eight requests for bid packages and received four bids in return.

2018 Health Insurance Benefits

General Manager Frasier has been working with Mr. Robert Lefebvre of Kilbride and Harris of Portland gathering information on insurance rates with other carriers. The District has selected the Aetna Funding Advantage Point of Service II plan as the plan offered to employees. The District will also offer an Aetna HMO plan which is best suited for employees with very low risk of health issues.

Dental and Vision insurances will continue to be offered with Maine Municipal Employees Health Trust purchased by the employee.

Maine Municipal Employees Health Trust offered life insurance when purchasing health insurance. The District will replace that coverage with a separate policy from another provider.

Midcoast Regional Redevelopment Authority

General Manager Frasier and Finance Director Knowles met with Steven Levesque, Executive Director and Tom Brubaker, Public Works and Utilities Manager on November 29, to discuss the District submitting a proposal to furnish meter reading and billing services for Midcoast Regional Redevelopment Authority. Finance Director Knowles is working on a proposal.

ADDITIONAL COMMENTS: None

ACTION ITEMS:

17-16 Request for Abatement

The District received a letter from Haresh Patel, the owner of America's Best Value Inn. He had a very large leak that caused a substantial increase in his water bill. According to the abatement policy, Mr. Patel is eligible to receive a once in a lifetime abatement of \$2,509.32. We ask that the Board consider approving an appropriate abatement for this customer.

A motion was made by Trustee Lawler and seconded by Vice President Moll to approve a once in a lifetime abatement of \$2,509.32 to Haresh Patel, of America's Best Value Inn. There was a unanimous vote in favor of the motion.

17-17 Request for Abatement

The District received a letter from Philip Sewall, owner of E & P Development, Inc. He had a very large leak that caused a substantial increase in his water bill. According to the abatement policy, Mr. Sewall is eligible to receive a once in a lifetime abatement of \$1,116.21. We ask that the Board consider approving an appropriate abatement for this customer.

A motion was made by Trustee Lawler and seconded by Vice President Moll to approve a once in a lifetime abatement of \$1,116.21 to Mr. Sewall, of E & P Development, Inc. There was a unanimous vote in favor of the motion.

17-18 2018 Operating Budget

Finance Director Knowles reviewed the proposed 2018 Operations and Maintenance Budget. After some discussion, a motion was made by Trustee Lawler and seconded by Trustee Ivery to approve the 2018 Operating Budget as outlined. There was a unanimous vote in favor of the motion.

17-19 2018 Proposed Capital Budget

General Manager Frasier reviewed the 2018 Capital Budget. After reviewing, a motion was made by Trustee Lawler and seconded by Vice President Moll to approve the 2018 Capital Budget as distributed. There was a unanimous vote in favor of the motion.

17-20 Rate Collection Commitment

Finance Director Knowles reviewed the collection process the District needs to follow to be allowed 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 rates and other charges to him for collection. Treasurer Woollacott was not in attendance, no action taken.

17-21 Authorization for Preliminary Design Contract

The Board is requested to take any action it deems appropriate to authorize General Manager Frasier to enter into a contract with CDM Smith for preliminary design services.

A motion was made by Trustee Lawler and seconded by Trustee Meunier to authorize General Manager Frasier to enter into a contract with CDM Smith for preliminary design services. There was a unanimous vote in favor of the motion.

SECOND INVITATION FOR PUBLIC COMMENT: None

A motion was made by Trustee Lawler and seconded by Trustee Philippon 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 Trustee Lawler and seconded by Trustee Meunier to adjourn from Executive Session to the regular meeting. There was a unanimous vote in favor of the motion.

A motion was made by Trustee Lawler and seconded by Trustee Muenier to adjourn the regular meeting.

NEXT MEETING:

The next regular meeting will be held on January 8, 2018 at 5:30 p.m.

Respectfully submitted,

Linda Deacetis
Recording Secretary