

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**14 July 2010**  
**Approved Minutes**

**Call to Order**

The regular monthly meeting of the Board of Trustees of the Brunswick Sewer District was called to order by Vice-Chair Schwindt at 6:35 pm on Wednesday, 14 July 2010, in the conference room at District offices. A prepared agenda was noted and the meeting was recorded.

Members present: Vice-Chair Schwindt, Trustees Green and Barbour. Chair Priest was on vacation and Trustee Boochever was unavoidably absent.

Others present: General Manager Blanchette and camera operator Madison Brown. Finance Manager Nuttelman was absent.

**Notice of Meeting Advertised**

Notice of the meeting was advertised in the 09 July 2010, edition of the *Times Record*.

**Minutes of Previous Meeting(s)**

The Trustees reviewed minutes of the 14 June 2010 regular Board meeting.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT AS AMENDED MINUTES OF THE 14 JUNE 2010, REGULAR MEETING OF THE BOARD OF TRUSTEES.*

**Public Comment**

No members of the public were present. There has been no public comment received.

**Treasurer's Report**

Financial: Board Treasurer Green noted that billing revenues remain approximately \$36,000, or 2.6%, below budget anticipated for this time in the budget cycle, and non-billing revenue exceeded budget by approximately \$152,000. The Trustees heard a report on the makeup of non-operating revenue. The Trustees also discussed aged receivables and capital expenditures in light of cost-savings measures. A copy of the Variance Analysis was adopted by reference and is to be included in minutes of the meeting. Treasurer Green also reported that on 13 July 2010 he reviewed the unopened bank statements.

Disbursements: The Trustees reviewed weekly reports on disbursements for the preceding month, querying staff regarding the purpose of a number of those listed. The General Manager reported that payroll and payables disbursements have been issued on consecutively numbered

instruments, and all vendors receiving payment were identified. Weekly warrants for general disbursements have been reviewed and signed by the General Manager. Disbursements unusual in amount or purpose were discussed.

### **Commitments for July, August, and September 2010**

*Commitments: IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE SCHWINDT, AND VOTED BY THE TRUSTEES PRESENT, WITH THE TREASURER ABSTAINING, TO COMMIT TO THE TREASURER FOR COLLECTION RATES FOR THE PERIOD 01 JULY 2010 THROUGH 30 SEPTEMBER 2010, IN ACCORDANCE WITH PROVISIONS OF THE DISTRICT CHARTER, BYLAWS, RULES & REGULATIONS, AND SCHEDULE OF RATES, AS COMPUTED AND SET FORTH IN THE ACCOUNTS ON FILE AT THE OFFICES OF THE BRUNSWICK SEWER DISTRICT.*

### **Procurement and Purchasing Policy Revision: First Vote to Adopt**

The Trustees reviewed the draft Procurement and Purchasing Policy dated July 2010. It is an updated and revised version of the January 1991 Administrative Policy. The policy was amended to include the newly implemented credit card program. After noting some revisions to be incorporated into the adopted document,

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE SCHWINDT, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, AS THE FIRST OF TWO VOTES REQUIRED, TO ADOPT AS AMENDED THE BRUNSWICK SEWER DISTRICT PROCUREMENT AND PURCHASING POLICY DATED JULY 2010.*

The Trustees were also provided with the newly developed Credit Card Program Procedures, which include a Credit Card Agreement Form that is to be signed by any employee issued a District credit card. As a procedure document, it does not require a formal vote of adoption by the Trustees, but the Trustees did want an opportunity for review and comment. The General Manager noted that the District credit cards have not been issued pending this review by the Board. Trustee Green offered several suggestions for the document language. It was decided to bring this item back to the next Board meeting in order to provide an opportunity for the two absent members to comment. No action was required at this time.

### **Acceptance of Constructed Wastewater Facilities: Hovey Lane/Harpswell Road**

The Trustees considered a request by developer Wallace Hovey that the District accept approximately 1,728 lf of gravity sanitary sewer constructed along Hovey Lane and Harpswell Road to serve the John Thompson Estates Subdivision. The request was made in a letter dated June 22, 2010. Sewers were designed and constructed to District standards anticipating acceptance, the work was inspected at time of construction, and recent CCTV inspection by District personnel found the lines and maintenance holes to be in excellent condition.

The General Manager recommended that the Board adopt the following resolution,

***FACILITIES ACCEPTANCE RESOLUTION  
HOVEY LANE, BRUNSWICK, MAINE***

14 JULY 2010

WHEREAS Wallace Hovey, of Topsham, Maine, has constructed and is owner of sanitary sewer facilities located within the right-of-way of Hovey Lane and Harpswell Road, in the Town of Brunswick, Maine; which facilities comprise approximately 1,728 feet of gravity sewer lines and six (6) maintenance holes; and

WHEREAS Wallace Hovey, of Topsham, Maine, has expressed its desire to effect a transfer of ownership of these sanitary sewer facilities from Wallace Hovey to the Brunswick Sewer District, all as more particularly described in a letter request by Wallace Hovey, dated 22 June 2010 and on file at Brunswick Sewer District offices; and

WHEREAS the Brunswick Sewer District is the appropriate entity to own, operate, and maintain said sanitary sewer facilities;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Brunswick Sewer District does hereby accept ownership of the sanitary sewer facilities hereinabove described.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, TO ADOPT THE PROPOSED RESOLUTION DATED 14 JULY 2010, AS AMENDED, FOR ACCEPTANCE OF SEWER FACILITIES CONSTRUCTED ALONG HOVEY LANE AND HARPSWELL ROAD TO SERVE THE JOHN THOMPSON ESTATES SUBDIVISION.*

**Request to Vacate Easement: 171 Bath Road**

Sitelines (Engineering), on behalf of its client Five County Credit Union, has requested the District vacate an easement it holds for property at 171 Bath Road. The developer plans to remodel the existing building and construct a drive-through canopy. A support column for the canopy will encroach the easement. The original easement (provided in the Trustees' meeting packet) was obtained in July 1966 in anticipation of installing the sewer interceptor for the Cooks Corner area. The easement is 15 feet wide along the R.O.W. line for the Bath Road, on the south and west lot line. The interceptor was instead installed within the Maine Central Railroad R.O.W., to the north of 171 Bath Road. The easement was never used, and the District has no lines within the easement. Staff cannot envision any future use for the easement and recommends vacating the easement.

The Trustees inquired as to whether the District had originally paid any sums to obtain the easement. The General Manager noted the easement indicates the standard language of "in consideration of one dollar and other considerations of value." It is unknown if other sums were paid. Trustee Green suggested the meeting minutes for that time frame might shed some light on the issue. The General Manager will investigate. The Trustees tabled the request until next meeting, at which time additional information will be provided. No action was required at this time.

**MRRA Memorandum of Understanding for O&M Services: Schedule Workshop**

At the previous Trustee meeting it was reported that the Midcoast Regional Redevelopment Authority (MRRA) had met with the District and subsequently submitted a draft Memorandum of Understanding (MOU) of a proposal for the District to provide operations and maintenance (O&M) services for the wastewater pumping and collection systems at Naval Air Station Brunswick and McKeen Street Housing, as well as treatment services for the flow from both areas. The General Manager had been instructed to have legal counsel review the draft document.

The Trustees were provided with the MOU with the revisions and comments from attorney Stoddard Smith. Trustee Barbour asked if this proposal was any different than the District's O&M agreement with Topsham Sewer District. The General Manager noted that MRRA is proposing to negotiate a special rate for treatment services. Currently the Base pays the same user rate as all other Rate Schedule I customers, and the District does not provide any operation and maintenance services. MRRA would like to propose that the District charge MRRA a lower user rate than our Rate Schedule I, which would allow MRRA to charge its users our higher Rate Schedule I and use the difference to pay the District for the O&M services. In other words the District would still receive the \$44.20 per 1000 cubic feet, but that amount would cover both the treatment services and the operations and maintenance services provided by the District.

The Trustees were informed that no response has yet been provided to MRRA. The goal at this meeting is to note that the Chair has suggested that a workshop be scheduled with the Board members to discuss the Memorandum of Understanding to determine if any revisions are required. Because two members are not available at this time, the General Manager noted he would contact the full Board next week to schedule the workshop. No action was required at this time.

**Status of Request for Transfer of Town-Owned Property: Water Street**

The General Manager reported that the District's request on behalf of the Merrymeeting Rowing Club (MRC), for the transfer of 0.8 acres of Town-owned land to the District was taken up at Monday evening's Town Council meeting. The Town Council voted to table the request indefinitely in order to provide MRC the opportunity to work with the Town Manager to obtain additional information requested by the Council. The purpose of the District's request for Town-owned land is to provide sufficient land at its Water Street pump station site to provide the necessary setback required for the Club to build a boathouse on land to be leased from the District.

The General Manager reported that since the Town Council meeting, the club has decided to wait at least a year or so before submitting the request for Town-owned land and will instead move forward with Phase 1 of its plan. Phase 1 involves setting up a separate, fenced boat-storage yard within the existing fenced-in yard of the pump station. All costs for modifying the existing fence will be borne by the Club. Phase 1 requires Town Planning Department approval, and the club has submitted an application for review. The General Manager noted that while the actual lease agreement between the District and the Club has not yet been devel-

oped, the resolution adopted by the Board in April does allow MRC to pursue the permitting necessary at this time. The General Manager noted that, in discussion with the Town Planner, the Town might require that the lease be finalized prior to the project's receiving town approval. The Trustees had no objection to MRC's pursuing the permitting for the Phase 1 boat-storage yard. No action was required at this time.

### **Monthly Report of Operations**

Total flow to the Treatment Plant for June 2010 was 65.066 mg, down approximately 15% from the previous month and down 53% from the prior year. Flows of 9.0 and 4.2 mg for the month originated with Topsham and the Navy Base, respectively. Average daily flow for the period was 2.17 mgd, or 56% of that allowed by permit. Maximum daily flow processed was 2.63 mg, on 07 June 2010. Rainfall for the month totaled 5.7 inches, with a daily maximum of 1.8 inches on 06 June 2010.

Septage receiving for the period totaled 144,500 gallons, down approximately 13% from the previous month. Removal rates for BOD and TSS for the period were 94.8% and 93.9%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 216 cy of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

### **Board Meeting Location**

In light of the number of 2010 Board meetings that are off the typical second-Monday-of-the-month schedule, and the Town Council's need to use the Municipal Meeting Room on some Mondays scheduled for Board meetings, the General Manager reported that in discussion with the Board Chair it has been decided not to pursue District use of that facility for the remainder of this year's Board meetings. The General Manager noted that, should the Board desire, a preliminary 2011 Board meeting schedule could be developed and sent to the Town to determine the availability of the Municipal Meeting Room.

In a related matter, it was suggested by Trustee Green that since the Trustee meetings are now taking less time, the Board may want to look into the possibility of starting the meetings at 7:00 pm instead of 6:30 pm. The General Manager was instructed to place this item on the agenda for the next meeting.

### **General Manager's Report**

- Assistant General Manager Search. A total of 42 applications were received by the close of the application period on June 24. The General Manager has short-listed the applicants for interview and possible interview. That list currently includes about 18 applicants and will have to be reduced even more. The plan is to schedule the interviews for the last two weeks in July. The goal is to have the position filled and on board by late September.
- MDEP Inspection Reports. MDEP has conducted its annual inspection of the Treatment Plant and the Mere Point subsurface treatment system. The District now has the written re-

ports to accompany the verbal reports provided last month. MDEP notes that no conditions requiring corrective action were identified. The Town Manager has been provided with the Mere Point report.

- HVAC Project Status. The Request for Qualifications (RFQ) is being developed. The plan is to submit the request for proposals within the next week or so, with the goal of completing the project this year.
- Deerfield/BIW Easements. The draft easements will be provided to legal counsel for review. The plan is to finalize the easements as soon as possible.
- Residual Test Result: Dioxin. The District is required to test its sludge annually for dioxin. Test results report a “Compliance Toxic Equivalent” of 5.91 ppt (parts per trillion). We are required to be less than 27 ppt.
- Agreement to Provide Confined-Space Rescue Services. The District has received the signed agreement from the Town for the fire department to provide confined-space rescue service to the District if needed. The agreement carries an annual cost of some \$3,000, which the 2010 budget provides for.
- Maine Bank & Trust Name Change. Maine Bank & Trust, owned by People’s United Bank since January 2009, has now changed its name to People’s United Bank.
- Schedule of Rates. The Trustees were provided with the Schedule of Rates recently adopted and in effect on 01 July 2010.
- FEMA Approved Application for Disaster Assistance. The District has been notified by Maine Emergency Management Agency (MEMA) that its application for disaster assistance for the 23 February to 02 March 2010 Severe Winter Storms and Flooding disaster declaration has been approved. FEMA’s reimbursement share of 75% amounts to \$2,307.11, and MEMA’s reimbursement share of 15% amounts to \$461.43.
- Identity Theft Protection Program. The recently adopted Identity Theft Protection Program document was distributed to the Trustees.
- MMA Safety Training Scholarship Award. The District was just notified today that its application for a \$2,000 safety training grant to provide confined-space rescue training to its staff has been approved by the Maine Municipal Association. The grant is a reimbursement grant that will cover \$2,000 of the estimated \$2,700 cost of the training.

#### **Schedule of Upcoming Meetings, Events, etc.**

- |                    |           |                   |           |
|--------------------|-----------|-------------------|-----------|
| • Trustees Regular | Monday    | 16 August 2010    | 6:30 p.m. |
| • Trustees Regular | Monday    | 13 September 2010 | 6:30 p.m. |
| • Trustees Regular | Wednesday | 13 October 2010   | 6:30 p.m. |

#### **Remarks from the Chair**

Vice-Chair Schwindt thanked the Trustees for their time and assistance.

**Adjournment**

There being no further business before the Board,

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO ADJOURN THE MEETING AT 8:03 P.M.*

Attest:

David N. Barbour  
Assistant Treasurer, Board of Trustees