

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
16 August 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 6:33 pm on Monday, 16 August 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 arrived at 7:01 as expected. Trustee Boochever is traveling out of state.

Others present: General Manager Blanchette, Finance Manager Nuttelman, and camera operator Hedy Blauvelt.

Notice of Meeting Advertised

Notice of the meeting was advertised in the 13 August 2010 edition of the *Times Record*.

Minutes of Previous Meeting(s)

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

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT AS AMENDED MINUTES OF THE 14 JULY 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 \$78,000, or 5.3%, below budget anticipated for this time in the budget cycle, and non-billing revenue exceeded budget by approximately \$151,000. The Trustees compared the individual components of the Operating Revenue against the projection for this time in the budget cycle. It was noted that Residential was down 1%, Commercial up by 2%, US Government and Topsham Sewer District were down 46% and 10%, respectively. Septage was also down by some 28%. The Treasurer confirmed with the General Manager that budgeted capital expenditures are not being deferred and will be completed this year. The Finance Manager reported that a number of liens had been paid off this cycle. A copy of the Variance Analysis was adopted by reference and is to be included in minutes of the meeting.

Disbursements: The Trustees reviewed weekly reports on disbursements for the preceding month, querying staff regarding the purpose of a number of those listed. Weekly warrants for general disbursements have been reviewed and signed by the General Manager. Disbursements unusual in amount or purpose were discussed.

Water Street Boat Storage Project Status

The General Manager reported that the Merrymeeting Rowing Club (MRC) has submitted an application to the Town Planning Department for approval of Phase 1 of its plan, which involves setting up a separate, fenced-in boat-storage yard within the existing fenced yard of the pump station. The application will be reviewed by the Planning Department's Staff Review Committee on Monday, 23 August 2010. The General Manager noted that while the actual lease agreement between the District and the Club has not yet been developed, the resolution adopted by the Board in April does allow MRC to pursue the permitting necessary at this time. The General Manager noted that the Town might require that the lease be finalized prior to the project's receiving town approval. More will be known coming out of the Staff Review meeting. No action was required at this time.

Monthly Report of Operations

Total flow to the Treatment Plant for July 2010 was 61.7 mg, down approximately 5% from the previous month and down 84% from the prior year. Flows of 8.8 and 4.3 mg for the month originated with Topsham and the Navy Base, respectively. Average daily flow for the period was 1.99 mgd, or 52% of that allowed by permit. Maximum daily flow processed was 2.32 mg, on 22 July 2010. Rainfall for the month totaled 5.7 inches, with a daily maximum of 1.98 inches on 21 July 2010.

Septage receiving for the period totaled 134,500 gallons, down approximately 8% from the previous month. Removal rates for BOD and TSS for the period were 95.5% and 94.9%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 188 CY of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

General Manager's Report

- Assistant General Manager Search. Five candidates have been selected for interview. The short list of eleven applicants was provided to D. Gallant Management Associates to recommend those for interview and conduct the reference checks. Darcy Dutton, of the District, will contact the candidates and schedule the interviews. We plan to complete the interviews in August.
- HVAC Project Status. District consultant, Woodard & Curran, has reviewed the draft RFQ. They have suggested the District may want to use a construction manager model to act on the District's behalf. The plan now is to parallel these two processes by sending out the RFQ for construction manager and the RFQ for contractor services at the same time. We are still pursuing the goal of completing the project this year.

- Deerfield/BIW Easements. Per the Town tax map, it appears that CMP owns a portion of land within the BIW Harding Plant parcel that contains the Deerfield Drive force main. A check with CMP revealed that they simply have an easement that was granted by Bath Water District. In a conversation with the Bath Water District, the General Manager was informed that it is the Water District's belief that they may have sold that property some time ago. With this background information, it is most probable that BIW does in fact own the land that involves the CMP easement. We will contact BIW to confirm.
- Staff Anniversaries. In July 2010, Michael Jouver and Gerald Bibber, both on the Collection and Pumping Divisions, have reached their 15-year anniversary with the District.
- Presentation of Draft 2011 to 2015 Capital Improvement Plan. The General Manager distributed the Draft 2011 to 2015 CIP to the Board. The purpose is to provide the Board with a sense of the cost and schedule of various capital projects. The items are listed in priority order but may be reassigned, shifted, and or deleted as we develop the individual annual budgets. The 5-Year CIP provides the basis for the Finance Manager to develop the 5-year financial projection. That plan in particular will require the reassignment of the proposed capital projects to meet the available resources projected in the financial plan.
- EPA Laboratory Quality Assurance Test Results (DMR-QA30). The District has received the results for the 2010 laboratory quality assurance test, this year known as DMR-QA30. The testing is a requirement of our discharge permit. Our Laboratory Technician Jennifer Nicholson receives various samples vials from the EPA contract lab. Jennifer must test them and forward her results. The contract lab compares her results to the known result and forwards a report on to us. Jennifer again this year fell within the desired range and achieved an "Acceptable" report for all the test items.
- Maine Public Employees Retirement System: Surplus Balance Option. The Finance Manager reported that the District has credit balance of approximately \$65,000 with the Maine Public Employees Retirement System. The surplus is accumulated from the employer's contribution that for various reasons has not been distributed. Currently the District is covering its employer share of contributions by drawing down the surplus. MePERS has notified the District that should it now desire, it may chose to either request a full refund of the surplus or continue to draw down the surplus. The Trustees inquired if MePERS pays interest on the reserves. The Finance Manager is to check to determine if the interest rate is compatible with CD rates. MePERS has not yet setup the mechanism for refunding the surplus balance. When it does, we will be notified and at that time will request guidance from the Board as to its preference.

Procurement and Purchasing Policy Revision: Second and Final Vote to Adopt

The Trustees reviewed the draft Procurement and Purchasing Policy dated August 2010. The policy was amended to include the newly implemented credit card program. After noting that revisions requested from the July vote have been incorporated into the document,

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, AS THE SECOND OF TWO VOTES REQUIRED,

TO ADOPT AS AMENDED THE BRUNSWICK SEWER DISTRICT PROCUREMENT AND PURCHASING POLICY DATED AUGUST 2010.

The Trustees were also provided with the newly developed Credit Card Program Procedures, as amended from their July review. The documents 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. It was the consensus of the Board to implement the Credit Card Program Procedures as presented.

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 on 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.

During the initial review of this request at the previous meeting, the Trustees inquired as to whether the District had originally paid any sums to obtain the easement. The General Manager reported that based on his research of past meeting minutes, and the other easements along this segment of the Bath Road, no sums were paid by the District in acquiring the easement. The other related easements contain the standard language of "in consideration of one dollar and other considerations of value." The General Manager reported that he had come across an unrelated easement that noted specifically that a sum of \$3,000 had been paid. It was also reported that a review of the past minutes noted that in 1966 and again in 1978 the Board voted to relinquish the easements back to the owners at no compensation, provided the owners prepared the necessary legal documents. Based on this report, it appears that the District did not pay any sum to the owner for this easement.

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, TO VACATE THE EASEMENT AT 171 BATH ROAD, PROVIDED THE REQUESTING PARTY PREPARE THE NECESSARY LEGAL DOCUMENTS FOR SIGNATURE AND RECORD THE RELEASE DOCUMENTS AT THE REGISTRY OF DEEDS.

MRRA Memorandum of Understanding for O&M Services

The Trustees reviewed the District's response to the draft MRRA Memorandum of Understanding. The MRRA document proposes to enter into an agreement for the District to provide operation, maintenance, and treatment services for the wastewater facilities to be owned by MRRA. The response document, dated 16 August 2010, contained the revisions drafted by the Board following a workshop conducted to review the original proposal. In summary, the Board

agreed to enter into negotiations for an agreement to provide operation and maintenance services for the wastewater facilities; agreed to provide wastewater treatment services for MRRA's wastewater flows; and agreed to provide the wastewater treatment services at the District's current user rate based on Rate Schedule I-Metered Use. The General Manager will submit the response to MRRA.

Schedule of Upcoming Meetings, Events, etc.

- Trustees Regular Monday 13 September 2010 7:00 p.m.
- Trustees Regular Wednesday 13 October 2010 7:00 p.m.
- Trustees Regular Monday 15 November 2010 7:00 p.m.

Following a brief discussion, it was agreed by the Board to start future meetings at 7:00 pm.

Remarks from the Chair

Chair Priest 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 PRESENT TO ADJOURN THE MEETING AT 7:49 P.M.

Attest:

David N. Barbour
Assistant Treasurer, Board of Trustees