

**BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
13 October 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 Chair Priest at 7:00 pm on Wednesday, 13 September 2010, in the conference room at District offices. A prepared agenda was noted and the meeting was recorded.

Members present: Chair Priest, Trustees Schwindt, Green, Barbour, and Boochever.

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 08 October 2010 edition of the *Times Record*.

Minutes of Previous Meeting(s)

The Trustees reviewed minutes of the 13 September 2010 regular Board meeting.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, WITH TRUSTEE SCHWINDT ABSTAINING, TO ACCEPT AS PRESENTED MINUTES OF THE 13 SEPTEMBER 2010 REGULAR MEETING OF THE BOARD OF TRUSTEES.

Public Comment

No members of the public were present. The General Manager reported:

- The District had received a letter request for an additional sewer use billing adjustment for 9 Industrial Parkway. The request is on this meeting's agenda.
- The District also received a request for an additional sewer use billing adjustment for property at 7 Gurnet Road. That item will be placed on next month's agenda.
- The Town of Brunswick Public Works Director called the GM recently to commend BSD staff for an excellent job setting up their work zone traffic control on Maine Street last week.

Amend Bylaws: Meeting Start Time

Following the Board's decision at the August meeting to move the meeting start time from 6:30 pm to 7:00 pm,

IT WAS MOVED BY TRUSTEE BOOCHEEVER, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT AS THE SECOND AND FINAL OF TWO VOTES REQUIRED, TO AMEND ARTICLE 1, SECTION 1, OF THE BYLAWS TO INDICATE THE REGULAR BOARD MEETING START TIME AS 7:00 PM.

Treasurer's Report

Financial: Board Treasurer Green noted that billing revenues remain approximately \$61,000, or 2.9%, below budget anticipated for this time in the budget cycle, and non-billing revenue exceeded budget by approximately \$124,000, or 57.7%. The Trustees compared the individual components of operating revenue against the budget projection for this time in the budget cycle. The Trustees discussed the impact of reduced Navy flow, which is down some 52% from the same time in 2009. 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 the minutes of the meeting. The Trustees reviewed the Operations, Maintenance, and General Expense Report for year-to-date ending 30 September 2010. It notes 31% of the budget remains for the final quarter of the year.

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. The General Manager reported that payroll and payables disbursements have been issued on consecutively numbered instruments.

Mr. Wes Thames, Priority Group LLC, arrived at 7:07 p.m.

Petition for Relief from Sewer Use Billing: Priority Group LLC, 9 Industrial Parkway

Mr. Wes Thames, of Priority Group LLC, presented a petition for an additional adjustment to the sewer use billing for property at 9 Industrial Parkway. Per District Adjustment Policy, the billing usage had been reduced by half (50%) from 19,600 cubic feet (cf) to 9,800 cf and billed accordingly. Prior highest usage was 2,400 cf. Mr. Thames noted that following a building renovation that involved new landscaping, maintenance staff did substantial outside watering for the new landscaping. Mr. Thames was unaware of the extent of the outside watering until he received the bill. Mr. Thames assured the Trustees that all of the increased use was for the outside watering. He would like an adjustment back to the 2,400 cf of the prior quarter. Following a recommendation from Finance Manager Nuttelman,

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO REDUCE THE SEWER USE BILLING BY 3,700 CUBIC FEET FOR THE QUARTER ENDING 10 AUGUST 2010.

Mr. Thames thanked the Trustees and departed the meeting at 7:30 p.m.

Monthly Report of Operations

Total flow to the treatment plant for September 2010 was 53.4 mg, down approximately 3% from the previous month and down 27% from the prior year. Flows of 7.85 and 3.3 mg for the month originated with Topsham and the Navy Base, respectively. Average daily flow for the period was 1.78 mgd, or 46% of that allowed by permit. Maximum daily flow processed was 2.15 mg, on 04 September. Rainfall for the month totaled 4.66 inches, with a daily maximum of 1.99 inches on 04 September 2010.

Septage receiving for the period totaled 150,100 gallons, down approximately 7% from the previous month. Removal rates for BOD and TSS for the period were 96.5% and 95.8%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 156 CY of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

The Trustees were presented with a graph of the Topsham Sewer District's monthly flow volume compared to its flow as a percent of total flow to the plant. While its volume of flow has decreased by about 1 mg for September as compared to June, its percentage of total flow has increased by 1% dur-

ing the same time. Management feels that even though total flow from the Brunswick and Topsham components is down for 2010, the Navy flow is down so dramatically-some 52% from last September-that the percentage of flow for the other two components increases proportionally to make up the difference.

General Manager's Report

- AGM Search – Final Update. Mr. Robert A. Pontau Jr. was offered and has accepted the position of assistance general manager. He will begin his duties on Monday, 08 November 2010. Mr. Pontau will be attending this evening's meeting for introduction to the Board.
- HVAC Project Status. Based on the responses to our Request for Qualifications (RFQ), we selected Woodard & Curran to provide the construction management services for the treatment plant's heating and ventilation improvement project. With the Chair's authorization, Trustees Green and Barbour have agreed to be members of the project team and assist District staff in implementing the project. The first project meeting has been scheduled for 10:00 am, Monday, 18 October. Trustee Barbour asked if it could be rescheduled for a 9:00 am start. The General Manager will check with Woodard & Curran.
- Deerfield/BIW Easements. The easement deed has been sent to BIW for review and signature. In the interim the GM will finalize the easement deeds for the Deerfield Park portion and forward them to the developer for signature.
- 2011 Operations and Capital Budget. Staff has begun the process of developing the 2011 Expense and Capital budgets. The annual budget meeting is scheduled for Monday, 29 November 2010. By Charter the draft budget is to be available for the public two weeks prior to the budget meeting. The draft will be provided to the Trustees by its next meeting of 15 November 2010.
- MGS Electrical Energy Supply Contract Extension. The District has extended its medium general service (MGS) electrical supply contract with Constellation New Energy. The current agreement is for 0.0947 cents per kilowatt hour through 01 December 2011. The extension is through 31 December 2014 at a cost of 0.0675 cents per kilowatt hour. Based on current usage, this is an annual savings of over \$32,000 during the three-year extension.
- Maine Municipal Association Insurance Dividend. The District has received a dividend check in the amount of \$3,851 from the Maine Municipal Association as a result of its good loss experience under the Workers Compensation Insurance. And its loss prevention program under the Property and Casualty Insurance.
- JETCC/MWWCA Wastewater Management Candidate School Staff Graduate. The Trustees were provided with an on-line news article from the Lewiston Sun Journal describing the Wastewater Management School conducted by Maine's Joint Environmental Training Coordinating Committee (JETCC) and the Maine Waste Water Control Association to train future management candidates. The article reported on the graduation of the program's first class. District laboratory technician Jennifer Nicholson was one of the graduates.
 - The Trustees directed the General Manager to offer their congratulations to Ms. Nicholson.

Mr. Robert Pontau arrived at 7:57 p.m.

Introduction of District Assistant General Manager

The General Manager welcomed Mr. Robert A. Pontau Jr. as the new Assistant General Manager and introduced him to the Board of Trustees. The Board welcomed Mr. Pontau and took the time to get acquainted. Mr. Pontau remained for the rest of the meeting.

Schedule of Upcoming Meetings, Events, etc.

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| • | Trustees Regular | Monday | 15 November 2010 | 7:00 pm |
| • | Annual Budget | Monday | 29 November 2010 | 7:00 pm |
| • | Trustees Regular | Monday | 13 December 2010 | 7:00 pm |

Remarks from the Chair

Chair Priest thanked the Trustees for their time and assistance, and Mr. Pontau for attending.

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 8:16 PM.

Attest:

Emily Boochever
Clerk, Board of Trustees