

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
15 November 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 7:03 pm on Monday, 15 November 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, Assistant General Manager Pontau, Finance Manager Nuttelman, camera operator Hedy Blauvelt, and Joe Breisacher of McDonalds USA LLC, 7 Gurnet Road.

Notice of Meetings Advertised

Notice of the meeting was advertised in the 12 November 2010 edition of the *Times Record*. Notice of the Annual Budget meeting was also advertised in the 12 November 2010 edition of the *Times Record* as required by district charter.

Minutes of Previous Meeting(s)

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

IT WAS MOVED BY TRUSTEE BOOCHEVER, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT AS AMENDED MINUTES OF THE 13 OCTOBER 2010 REGULAR MEETING OF THE BOARD OF TRUSTEES.

Public Comment

- No members of the public were present, and no public comment was received.

Petition for Relief from Sewer Use Billing: McDonalds USA LLC, 7 Gurnet Road

Mr. Joe Breisacher, of McDonalds USA LLC, presented a petition for an additional adjustment to the sewer use billing for property at 7 Gurnet Road. The request is for an adjustment based on the reading on the sub-meter used to record usage for outside watering. The current sub-meter reading indicates a usage of 31,962 cu. ft. since the last sub-meter read of June 2009. The District Adjustment Policy requires the customer to provide the meter reading to the District to obtain an adjustment for that quarter. Mr. Breisacher noted their failure of calling in the readings since July 2009. That duty is now on a monthly task list. Mr. Breisacher noted that the restaurant has a landscape sprinkler system that is operated from May through September. Since District staff had no way to determine the usage for the 3rd quarter 2010, no adjustment was allowed. Mr. Breisacher requested a full credit of \$1,342.40. Finance Manager Nuttelman offered several options but recommended not using the sub-meter for any adjustment, but grant an adjustment based on the formula of using the highest consumption of the prior three quarters or one-half the of the current billing, whichever is the greater; then grant one-half of that amount as the adjustment. Thereby providing both a penalty for not reporting timely and providing some credit for water not entering the system. The Board tabled any action pending staff developing the cost of the adjustment options offered. This item to be placed on next month's agenda. Mr. Breisacher thanked the Trustees for their attention and consideration and de-

parted the meeting at 7:23 pm.

Stephen Levesque and Thomas Brubaker of MRRA arrived at 7:25 pm.

Request for Review of User Rate: Midcoast Regional Redevelopment Authority

Stephen Levesque, Executive Director and Thomas Brubaker, Clean Technology Manager for the Midcoast Regional Redevelopment Authority (MRRA) presented a request for Board consideration of a wholesale rate or preferred rate for providing wastewater treatment services to MRRA. Steve Levesque noted that MRRA will have its own utility district for sanitary sewer, water and electric. MRRA's goal is to charge its users the BSD rate and use the difference to set up a capital and O&M fund. There is some concern that redevelopment could occur off the 'base' if MRRA's user rate was higher than the BSD rate. If something can not be worked out, MRRA noted it may have to look at alternative treatment systems. MRRA is inheriting a 60-year-old system that it will have to begin putting money into next year. The annual maintenance budget for all infrastructures is estimated at 1.3 to 1.5 million dollars. MRRA has estimated a cost of \$6 million for upgrade of just the sanitary sewer system as part of a total infrastructure capital improvement plan estimation of \$60 million. MRRA would like to pay BSD for O&M of the system to offset the different rate.

The Trustees posed a number of questions to Mr. Levesque and requested that MRRA develop an estimated number. The Board noted in particular their concern with having district rate payers subsidizing Brunswick Landing. They went on to note that we all want to solve this dilemma and be fair to the rate payers and to MRRA. The Board does not want to commit to the request at this time when there may be other options. All agreed to continue the dialogue. Mr. Levesque and Mr. Brubaker thanked the Trustees for their time and departed the meeting at 8:05 pm.

The General Manager was directed to survey Bangor, Limestone, and Portsmouth to determine if during their base closing experiences, any special rates were requested and the outcome of such requests, and was also directed to check with the Brunswick and Topsham Water District.

Treasurer's Report and Warrant

Financial: Board Treasurer Green noted that billing revenues remain approximately \$87,000, or 3.9%, below budget anticipated for this time in the budget cycle, and non-billing revenue exceeded budget by approximately \$122,000 or 54.5% for an adjusted revenue of about \$35,000. 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 31 October 2010. It indicates 23.9% of the budget remains for the final two months of the fiscal 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.

Monthly Report of Operations

Total flow to the Treatment Plant for October 2010 was 66.5 mg, an increase of 21% from the pre-

vious month and down 4% from the prior October. Flows of 10.3 and 3.9 mg for the month originated with Topsham and the Navy Base, respectively. Average daily flow for the period was 2.14 mgd, or 56% of that allowed by permit. Maximum daily flow processed was 3.22 mg, on 16 October. Rainfall for the month totaled 6.97 inches, with a daily maximum of 3.2 inches on 15 October 2010.

Septage receiving for the period totaled 155,900 gallons, down approximately 3% from the previous month. Removal rates for BOD and TSS for the period were 94.8% and 94.4%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 161 CY of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

Distribution of Draft 2011 Operations Budget

The General Manager distributed the draft 2011 Operations Budget for the Trustees to review prior to the annual budget meeting of 29 November 2010. The General Manager was directed to update the Trustees on any significant changes occurring prior to the budget meeting.

General Manager's Report

- HVAC Project Status. Woodard & Curran has developed a preliminary project schedule that calls for requesting bids by December 3rd, award by December 24th, substantial completion by February 4th, and final completion by February 18th. We have finalized the scope of work, and determined the preferred manufacturers and type of boilers desired, and the preferred contractors list. The sub-committee toured installations of two of the preferred boilers.
- Deerfield/BIW Easements. The District has received the signed deed and easements, and has forwarded them to the Cumberland County registry to be recorded.
- Construction & Development Update.
 - The Maine Street Station hotel is under construction. The entrance charge has been calculated at approximately \$24,000 based on an 80% occupancy rate.
 - A Brunswick Landing project, the Man United Manufacturing project, is headed to the Planning Board for approval. Expected start up is November 2011. Project flow is 2,600 gpd and there is no entrance charge assessed for that project.
- Report of Discussion with G. Schott. George Schott, owner of the Navy housing, met with District staff to obtain an understanding of what is involved and what BSD requirements are for take-over of the sanitary sewer system serving the housing locations. The District noted that facilities need to meet our standards. We only accept mainline facilities. And facilities need to be in a public way or deeded easement. Mr. Schott was confident that arrangements could be made (with MRRA) that would allow the streets to become public ways. Mr. Schott noted that he plans to redirect the residential housing flow off of the Base system to our Gurnet Road line. We noted we would need to do an evaluation of the capacity of that route to determine if sufficient capacity exists to handle that flow and the cost of the evaluation would be passed on to him. Mr. Schott inquired as to whether the District would be interested in doing an assessment of the Cape Hart sanitary sewer system. He would be willing to pay District jobbing rates. We noted there are a number of private firms capable of performing that assessment.
- Employee Advancement Plan. The General Manager noted that the current employee advancement plan is designed into three sectors. Each sector has a different advancement rate depending on the number of years with the District. The basis for advancement is the employee performance evaluation which determines what if any merit will be awarded an employee. Full merit award is typically a one-step horizontal move to the column of the Pay Matrix. The first sector is for the new employee and is an average

4% merit pay increase. Sector Two is an average 3% pay increase. And Sector Three is an average 2% pay increase. The philosophy is based on the concept of new employees learning much more, and at a faster rate. Thus the higher award rate. What it does not do is recognize the contribution of the longer term employees - the senior operators, supervisors, and management staff – that account for the accomplishment of District goals and mission. The point of this issue was to note that management staff is considering a review of the advancement plan to see if there is a way to recognize and reward on a more level basis.

- Assessment of Potential Impacts and Costs of Phosphorus Removal. MDEP has asked the Brunswick Sewer District to develop an engineered assessment of the cost to meet the new phosphorus discharge limit assumed at this time to be 0.5 to 1.0 mg/L. The District has asked Woodard & Curran to conduct the assessment and provide a response by the end of December 2010. This is due to the potential reclassification of the Androscoggin River.
- MPDES Permit Modification. The District has been notified that its current discharge permit will be modified to add limits for aluminum, ammonia, arsenic, copper, lead, and zinc. These are all once-per-year sampling and testing events. We have been asked to provide our response to the preliminary draft modifications by 16 November 2010. Woodard & Curran as been asked to help us evaluate and respond to the draft permit modification. Staff and Jim Fitch of Woodard & Curran met with MDEP on 10 November to discuss the permit modifications. We have asked, and have been granted a one-week extension for our comments.

Schedule of Upcoming Meetings, Events, etc.

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

Proposed 2011 Schedule of Meetings

The General Manager distributed a tentative schedule for the Board meetings of 2011. The meetings are scheduled for the second Monday of each month except for the October meeting and the Annual Budget meeting.

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 9:21 PM.

Attest:

Emily Boochever
Clerk, Board of Trustees