

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
20 December 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 Monday, 20 December 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, and camera operator Madison Brown.

Notice of Meeting Advertised

Notice of the meeting was advertised in the 10 December 2010 edition of the *Times Record*.

Notice of the rescheduled meeting was advertised in the 17 December 2010 edition of the *Times Record*.

Public Comment

None.

Minutes of Previous Meeting(s)

The Trustees reviewed minutes of the 15 November 2010 regular Board meeting.

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO ACCEPT AS AMENDED MINUTES OF THE 15 NOVEMBER 2010 REGULAR MEETING OF THE BOARD OF TRUSTEES.

The Trustees reviewed minutes of the 29 November 2010 special budget Board meeting.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO ACCEPT AS PRESENTED MINUTES OF THE 29 NOVEMBER 2010 ANNUAL BUDGET MEETING OF THE BOARD OF TRUSTEES.

Petition for Relief from Sewer Use Billing: McDonalds USA LLC, 9 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 at the 15 November 2010 regular Board meeting. The board tabled any action pending staff developing cost of adjustment options. Finance Manager Nuttelman offered several options but recommended not using the sub-meter for any adjustment, but rather granting 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 granting one-half of that amount as the adjustment. The amount calculated out to be \$521.74.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO FOLLOW THE RECOMMENDATION OF FINANCE MANAGER NUTTELMAN AND GRANT A CREDIT OF \$521.74 FOR SEWER USE BILLING IN THE

QUARTER ENDING 10 AUGUST 2010.

Treasurer's Report

Financial: Board Treasurer Green noted that billing revenues were approximately \$49,000, or 2.0%, below budget anticipated for this time in the budget cycle, and non-billing revenue exceeded budget by approximately \$106,000, or 44.4%. Treasurer Green noted expenses are in the positive and the entrance charge fund is \$4,000 in the negative. Treasurer Green noted that septage hauling is down due to the slacking economy. The Trustees reviewed the Operations, Maintenance, and General Expense Report for year-to-date ending 30 November 2010. It notes 16% of the budget remains for the final month of the year. Trustee Barbour questioned why there is an excess amount of money left in the building maintenance account. General Manager Blanchette noted that everything in the budget was complete and the left over money is a result of having no costly emergencies. Chairman Priest questioned why the safety line item has not been spent. General Manager Blanchette responded that the safety account includes funding of the confined space rescue agreement with Brunswick Fire Department. The agreement was signed later in the year and some of the services to be performed will not occur until 2011. Trustee Boochever noted that \$53,000 was left in the heating line item. General Manager Blanchette noted that the warm winter and low fuel prices are a factor, but anticipates there may be a fuel drop this month that will amount to approximately \$12,500.

Disbursements: *(Copies of the Warrant were included in the Trustees packets, but the general manager overlooked presenting for review.)*

Commitments

The general manager respectfully requested a motion by the Trustee Clerk, seconded by the Assistant Treasurer, to commit to the Treasurer for collection, rates for the period 01 January 2011 through 31 March 2011 in accordance with provisions of the District Charter, Bylaws, Rules and Regulations, and Schedule of Rates, as computed and set forth in the accounts on file at the offices of the Brunswick Sewer District.

IT WAS MOVED BY TRUSTEE CLERK BOOCHEVER, SECONDED BY ASSISTANT TREASURER BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO APPROVE THE COMMITMENTS AS REQUESTED BY THE GENERAL MANAGER.

Wage Matrix Modification

The staff recommended a 1.8% increase in the wage matrix as determined by the average consumer price index for the period of November 2009 through October 2010. Staff also recommended an average merit increase of 1.8%. Trustee Boochever questioned where 1.8% came from. General Manager Blanchette explained that the average merit increase for current staff would be 3.6% based on the current matrix. Because of the difficult economy, district management can only recommend that half of the merit increases be funded. Trustee Green clarified that the board is voting on a "pool" of money to be allocated for distribution to employees as determined by management. General Manager Blanchette explained the 1.8% merit increase is part of the budget approval, not the wage matrix modification currently being discussed.

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO APPROVE THE 1.8% WAGE MATRIX MODIFICATION AS RECOMMENDED BY STAFF.

Adoption of the 2011 Operations Budget

General Manager Blanchette noted some corrections required within the budget package.

Page 2, ¶3, Revenue: Remove Line c.

Page 2, ¶3, Expenses, Line: Change word “form” to “from.”

Page 10, Treatment, Pickup Truck: Change “4x2” to “4x4.”

Page 10, Construction, Donated Assets: Added MacMillan V Phases 1 and 2, Botany Place, and Baribeau Drive.

General Manager Blanchette noted that the 350kW generator for the Treatment Division and the 75kW generator for the Pumping Division were both added into the capital budget (page 10). He is requesting that \$99,000 be allocated from reserves. Of the \$99,000, \$84,000 is to come from the capital and depreciation reserves, and \$15,000 from the entrance charge fund for the Richards Drive pipe up-sizing project to cover that portion attributable to growth.

Chair Priest asked what the additional \$8,000 from capital reserves was for (\$84,000 requested, minus \$76,000 for the two generators). General Manager Blanchette noted that it would most likely be allocated to the HVAC project. Trustee Green asked why the sewer line on Richards Drive needs to be upgraded and how the \$15,000 requested was calculated. General Manager Blanchette explained the sewer line on Richards Drive has a history of surcharging and needs to be upsized from a 12” line to a 15” line. Staff calculated a 12.5% growth in the Richards Drive area since the entrance charge program was put in place, meaning 12.5% of the cost of the project can be funded from the entrance charge fund. Chair Priest clarified that no monies are requested from the operational reserves. General Manager Blanchette confirmed. Trustee Green asked how the HVAC improvements were to be funded. General Manager Blanchette stated the project is expected to be funded through revenues. The general manager stated that in order to accomplish the capital budget as proposed and present a balanced budget, he is requesting funding from the noted reserve accounts. The board discussed the average wage increase of 3.6% to be made up of 1.8% for the economic adjustment noted in the wage matrix determination and 1.8% as the merit increase.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO APPROVE THE 2011 OPERATIONS BUDGET AS RECOMMENDED BY STAFF.

Acceptance of Constructed Wastewater Facilities-Bibber Parkway to Old Portland Road

This item will be taken up at the January Board Meeting.

Monthly Report of Operations

Total flow to the treatment plant for November 2010 was 96.4MG, up approximately 45% from the previous month and up 18% from the prior year. Flows of 13.3MG and 5.6MG for the month originated with Topsham and the Navy Base, respectively. Average daily flow for the period was 3.21MGD, or 83% of that allowed by permit. Maximum daily flow processed was 4.41MG, on 18 November 2010. Rainfall for the month totaled 5.98”, with a daily maximum of 2.04” on 17 November 2010.

Septage receiving for the period totaled 164,000 GAL, down approximately 14% from the previous month. Removal rates for BOD and TSS for the period were 91.1% and 87.4%, respectively, in

compliance with the minimum 85% required for each parameter by permit. A total of 155 CY of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

Trustee Green asked when the study of the clarifiers (flow, function, technology) would be complete. Assistant General Manager Pontau noted that Greg Thulen, Treatment Operations Supervisor, would be meeting with a consultant in January.

General Manager's Report

- HVAC Project Status. The RFP has been sent out to pre-qualified contractors. Four contractors attended the mandatory pre-bid. Bids are due on 22 December 2010 at 10:00 am. Target completion for the project is 28 February 2011.
- Westwood Subdivision Easements. The two easements have been sent to the registry of deeds for recording.
- NASB Entrance Charge Update. A benchmark for average annual daily flow of 288,428 gallons was developed in 1996. If the Navy exceeds that benchmark, then an entrance charge is to be assessed. Flow has not exceeded the benchmark and no entrance charge has been assessed to this date.
- Androscoggin River Reclassification Update. A proposal to reclassify the lower Androscoggin River from class C to class B is expected to be sent by the Board of Environmental Protection to the Legislature by 17 February 2011. Woodard & Curran has been employed to calculate what costs may be incurred to modify our plant process to meet new criteria for phosphorus discharge.
- MEPDES Permit Modification Update. Maine DEP intends to modify our existing permit to include limits on metals. Meeting the new criteria should not be a problem. Trustee Green inquired if they would grant us more flow in light of the new regulations. General Manager Blanchette stated it was very unlikely.
- Workers Compensation Experience Rating Final Determination. The Brunswick Sewer District's experience modification rating will be 0.93 effective 01 January 2011. This means there will be a reduction of 7% on workers compensation premiums for 2011.

MRRRA Subcommittee

The board nominated Trustee Schwindt and Chair Priest to make a recommendation on the terms of a memorandum of understanding with MRRRA in regards to sewer use rates and operation and maintenance services once the base closure is complete. Trustee Barbour inquired what other districts in similar positions have done in the past. General Manager Blanchette noted that Limestone had its own treatment facility, which is still owned and operated by the Loring Redevelopment Authority (LRA). The town of Limestone sends its sewage flows to the LRA treatment plant. The treatment plant has formed its own district. LRA subsidizes water and sewer rates for users. They do not know of any business that has been lost or relocated because of their usage rates. In Bangor, the city took over the assets on the base.

Executive Session

At the request of the Chair,

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO ENTER EXECUTIVE SESSION AT 8:10 PM TO DISCUSS A PERSONNEL MATTER UNDER 1 M.R.S.A. §405(6)(A).

Assistant General Manager Pontau and Camera Operator Madison Brown departed the meeting.

The meeting returned from executive session at 8:48 pm. No action was taken during the executive session.

Appointment of District General Manager

IT WAS MOVED BY CHAIR PRIEST, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO APPOINT THE CURRENT GENERAL MANAGER TO THE POSITION FOR THE PERIOD 01 JANUARY THROUGH 31 DECEMBER 2011 AT A RATE OF EIGHTY-EIGHT THOUSAND AND SIXTY DOLLARS (\$88,060) AND TO ACCEPT THE DRAFT EMPLOYMENT AGREEMENT PRESENTED BY THE GENERAL MANAGER WITH CHANGES NOTED IN SECTION 6A TO INCLUDE A DISTRICT VEHICLE TO MEET THE RESPONSIBILITIES AND OBLIGATIONS OF THE POSITION.

Schedule of Upcoming Meetings, Events, etc.

- Trustees Regular Monday 10 January 2011 7:00 pm
- Trustees Regular Monday 14 February 2011 7:00 pm
- Trustees Regular Monday 14 March 2011 7:00 pm

Remarks from the Chair

Chair Priest thanked the Trustees and General Manager Blanchette for their time and assistance.

Adjournment

There being no further business before the Board,

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO ADJOURN THE MEETING AT 8:51 PM.

Attest:

Emily Boochever
Clerk, Board of Trustees