

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
11 January 2011
Minutes as Accepted

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, 11 January 2011, in the conference room at District offices. A prepared agenda was noted and the meeting was recorded.

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

Members absent: Trustee Schwindt.

Others present: General Manager Blanchette, Assistant General Manager Pontau, camera operator Hedy Blauvelt, and Kathleen B. Tyson, CPA, Runyon Kersteen Ouellette (7:00 pm to 7:35 pm).

Waiver of Notice of Meeting

A Waiver of Notice was signed by the Board of Trustees. The regularly scheduled meeting for 10 January 2011 was rescheduled to 11 January 2011. There was not sufficient time to advertise.

Minutes of Previous Meeting(s)

The Trustees reviewed minutes of the 20 December 2010 regular Board meeting. Trustee Barbour noted the warrant was not discussed at the 20 December 2010 meeting. General Manager Blanchette will put the warrant on the 15 February 2010 meeting agenda.

IT WAS MOVED BY TRUSTEE BOOCHEVER, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO ACCEPT AS AMENDED MINUTES OF THE 20 DECEMBER 2010 REGULAR MEETING OF THE BOARD OF TRUSTEES.

Public Comment

There was no comment from the public. General Manager Blanchette received a letter request from Peter Anastos for takeover of public sanitary sewer facilities installed for the Marriott Fairfield Inn project. The letter is addressed under agenda item 9, "Acceptance of Constructed Wastewater Facilities: Bibber Parkway to Old Portland Road."

Executive Session

At the request of the Chair,

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO ENTER EXECUTIVE SESSION AT 7:07 PM TO DISCUSS A PERSONNEL MATTER UNDER 1 M.R.S.A. §405(6)(A).

General Manager Blanchette, Assistant General Manager Pontau and Camera Operator Hedy Blauvelt departed the meeting.

The meeting returned from executive session at 7:35 pm. No action was taken during the ex-

ecutive session, and no action was taken subsequent to the executive session. Kathleen B. Tyson, CPA, Runyon Kersteen Ouellette, departed the meeting.

Search Progress: Finance Manager Position

General Manager Blanchette reported he is reviewing the position description and prior advertisement for any updates required and can be ready to advertise the position shortly. The Board stated they would like to wait pending the annual financial audit. Understanding that the position may become vacant prior to completion of the audit, the Board inquired as to the general manager's plan for filling the position. He noted he would like to advertise the position in house first. General Manager Blanchette noted that the staff accountant is currently preparing the monthly financial reports provided to the Board and he is comfortable knowing that the accountant can meet the financial and accounting responsibilities in the interim.

General Manager Blanchette feels there is sufficient management, administrative, and supervisory staff to maintain the segregation of duties desired by the auditors. If he is able to fill the position with current personnel, another position will then become vacant, but we will have the time to evaluate how best to meet that need. Part-time and/or consultant help may be needed at key times throughout the year. The Board requested a list of finance manager job duties and responsibilities and how the general manager would parcel them out to current staff. General Manager Blanchette will present the job duties reassignments for the Board to review at the February meeting.

Treasurer's Report

Financial: Board Treasurer Green noted the December numbers will remain open until the audit is complete. There is approximately \$26,000 in expenses remaining on the books. Billing revenues were down approximately \$15,000 for 2010, and non-billing revenue exceeded budget by approximately \$101,000, giving revenue a surplus of \$86,000 for budget year. Treasurer Green stated expenses are in the positive and the entrance charge fund is \$7,000 in the positive. General Manager Blanchette presented a non-audited 2010 budget summary. The summary showed \$86,000 in excess revenue and \$187,000 unspent operating expenses. The summary also showed \$374,000 in unspent capital. When figuring in the appropriation of funds for bond payments, the 2010 budget was underspent by approximately \$544,000. Treasurer Green noted that septage hauling is down \$35,000 due to the slacking economy, and payments from U.S. Government (Navy) are down \$39,000. General Manager Blanchette stated that expenses are also down because flows are down. The Trustees reviewed the Operations, Maintenance, and General Expense Report for year-to-date ending 31 December 2010.

Warrants: The Trustees reviewed the weekly warrant 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. Trustee Barbour asked if the heating coils for the treatment plant HVAC upgrade are on site. General Manager Blanchette told him that they were.

Schedule for 2010 Financial Audit

General Manager Blanchette stated he had not been able to speak with Finance Manager Nutelman before the meeting; however he believes the audit has been moved up to accommodate her

departure.

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

General Manager Blanchette prepared a letter then signed by Peter Anastos, developer of the Marriott Fairfield Inn project, requesting transfer of ownership of wastewater facilities constructed within Bibber Parkway, Maine Central Railroad Right-of-Way (R.O.W.), Lincco, Inc. property, Johnson property, and Old Portland Road. Easements are in hand from property owners listed, as well as a license from Maine Central Railroad. The facilities consist of 858 LF of 10-inch-diameter gravity sewer line and 6 additional maintenance holes. General Manager Blanchette noted the facilities have been inspected and installed to District standards. Chair Priest asked how wide the right-of-way is. General Manager Blanchette stated the R.O.W. is 30 feet wide. No formal resolution was prepared for the Board. General Manager Blanchette will present the resolution and seek action at the February meeting.

Appointment of District Legal Counsel for 2011

General Manager Blanchette stated John Moncure would like to continue as legal counsel for the district and recommends the Board appoint the firm of Moncure and Barnicle as its legal counsel for the year 2011. The rate is believed to be \$110/hr, billed by tenths of an hour.

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BOOCHEVER, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO APPOINT THE FIRM OF MONCURE & BARNICLE AS LEGAL COUNSEL TO THE DISTRICT FOR 2011, PROVIDED THAT THE GENERAL MANAGER MAY REFER SPECIFIC QUESTIONS ELSEWHERE AS DEEMED IN THE BEST INTEREST OF THE DISTRICT.

Presentation of Approved 2011 Operations Budget

General Manager Blanchette noted the 2011 operations budget is in each Board member's packet as well as in the official Board books. There were no questions from the Board.

Presentation of 2011 Donated Assets List

General Manager Blanchette stated the 2011 donated assets list has been updated since the 20 December 2010 meeting. Bibber Parkway extension has been moved to the 2011 list and Harriet Way has been added. There are no large assets donations planned for 2011. There is a question of whether or not the Board needs to accept constructed facilities within Business Parkway (2010 donated assets list) as the town was the developer and the District may automatically become owner as a subordinate entity of the town. General Manager Blanchette will look into the matter.

Monthly Report of Operations

Total flow to the treatment plant for December 2010 was 83.4MG, down approximately 14% from the previous month and down 18% from the prior year. Flows of 13.1MG and 6.0MG for the month originated with Topsham and the Navy Base, respectively. Average daily flow for the period was 2.69MGD, or 70% of that allowed by permit. Maximum daily flow processed was 3.63MG, on 14 December 2010. Precipitation for the month totaled 4.81", with a daily maximum of 1.27" on 13 De-

cember 2010.

Septage receiving for the period totaled 102,000 GAL, down approximately 38% from the previous month. Removal rates for BOD and TSS for the period were 91.9% and 90.7%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 134 CY of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

General Manager Blanchette presented the Board with an annual report of operations summarizing the 2010 monthly reports. Trustee Boochever asked if the daily max of 8.5MGD on 01 April 2010 was the most flow ever. General Manager Blanchette replied that it was not. He has seen flows over 11MGD, which the plant is capable of handling. There have been zero daily maximums more than 10 MGD since the pipe relining project was completed in 2006.

General Manager's Report

- HVAC Project Status. The low bid for the project was MB Mechanical Contractors (*a.k.a. Maine Boiler*), at \$177,500.00. The District has awarded the contract to MB Mechanical in the amount of \$117,009.00, less boilers. The District will be purchasing the boilers directly from F.W. Webb for \$58,651.00. Notice of Award was sent on 03 January 2011. Substantial completion is scheduled for 11 February 2011, with final completion on 25 February 2011. Trustee Barbour asked why the District purchased the boilers directly. General Manager Blanchette confirmed state law requires municipalities to obtain a performance and payment bond for any contract over \$125,000.00. By purchasing the boilers directly, the District does not have to require the contractor to obtain a bond. MB will provide a credit of \$950 for not providing the bonds and a credit of \$890 for not coating pipe. All guarantees and warranties are still required, per contract.
- Employee Assistance Program. General Manager Blanchette shared the EAP Utilization record with the Board. The program was used 14 times in 2010. It is a very valuable program and a worthwhile benefit to employees.
- MMA Property and Casualty Pool Audit Report Summary. The assets of the MMA Property and Casualty pool, of which the District is a member, increased over FY 2010. Total net assets are \$25,737,945, a 15% increase over FY 2010, with 419 municipal members.
- Operations Division Workweek. General Manager Blanchette stated that the Operations Divisions would be switching from a 5-day, 8-hour-per-day workweek to a 4-day, 10-hour-per-day workweek beginning in February. The new hours will be in line with the current hours of the Administration Division. Some minor revisions to personnel policies will be needed, for example, in scheduled holidays. Management will bring those modifications to the Board in February. Assistant General Manager Pontau will forward to the Board, via email, the survey he presented to the crew, along with concerns raised and how the concerns have been and will be addressed. The general manager commended the assistant general manager for all his work and the manner in which this personnel item was handled.
- NEWEA Annual Conference Attendance. General Manager Blanchette reported he will be attending the NEWEA annual conference in Boston from 24 January 2011 to 26 January 2011.

Schedule of Upcoming Meetings, Events, etc.

- Trustees Regular Tuesday 15 February 2011 7:00 pm

Trustee Barbour will be in Florida until the end of March and will be absent for the next two meetings

and has directed that all correspondence continue to be forwarded to him.

Remarks from the Chair

Chair Priest thanked the Trustees, General Manager Blanchette, Assistant General Manager Pontau, and the camera operator, Hedy Blauvelt, for their time and assistance.

Adjournment

There being no further business before the Board,

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE BOOCHEVER, AND UNANIMOUSLY VOTED BY THE TRUSTEES TO ADJOURN THE MEETING AT 8:37 PM.

Attest:

Emily Boochever
Clerk, Board of Trustees