

BRUNSWICK SEWER DISTRICT

Board of Trustees Regular Monthly Meeting 15 March 2011 Minutes as Approved

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 Tuesday, 15 March 2011, in the conference room at District offices. A prepared agenda was noted and the meeting was recorded.

Members present: Chair Priest, Trustee Green.

Members absent: Trustees Schwindt, Barbour, and Boochever.

Others present: General Manager Blanchette, Assistant General Manager Pontau, Interim Finance Manager Lorraine Caron, and Camera Operator Hedy Blauvelt.

*****The meeting was held as an informational session. With only two members of the Board present, there was no quorum and no actions were taken.**

Minutes of Previous Meeting

Minutes will be reviewed at the next Board of Trustees meeting on 12 April 2011.

Public Comment

Brenda Kelleher, of 3 Sage Hill, Brunswick, Maine, sent an email correspondence in reference to Darcy Dutton (Accounts Specialist). The email was very complimentary of Darcy and the great job that she does. Brenda said, "This woman is a treasure, a pro and someone who has made the routine and unavoidable questions about billing absolutely easy. She is level-headed, never, ever acts as if I am anything but the focus of the moment and thorough." The Board congratulated Darcy for a job well done.

Treasurer's Report

Financial: Board Treasurer Green noted billing revenues were up approximately \$14,000 and expenditures were in the positive by \$30,000 for February. Treasurer Green also noted that U.S. Government revenues are down 77% from this time last year, which comes as no surprise due to the closing of the naval base. Topsham Sewer District revenue is up significantly. Interim Finance Manager Caron noted Topsham had been billed for their share of the treatment plant capital projects, which include the HVAC improvement project. GM Blanchette noted some numbers in the Operations, Maintenance and General Expenses report are in parentheses because there were credits to the accounts, making the totals larger than the actual amounts budgeted. A few minor corrections were noted in the *2011 Capital Budget Report*.

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 purposes were discussed. The General Manager reported payroll and payable disbursements have been issued on consecutively numbered instruments. Treasurer Green stated he had been in to sign the checks, so all items on the warrant are very familiar to him.

Commitments: Consideration for action will be at the next Board of Trustees meeting on 12 April

2011.

Personnel & Benefits Policy Four-Day Work Week: First Vote for Adoption

Consideration for action will be at the next Board of Trustees meeting on 12 April 2011.

District-Provided-Vehicle Use Policy: First Vote for Adoption

Consideration for action will be at the next Board of Trustees meeting on 12 April.

Facebook Policy: Second and Final Vote for Adoption

Consideration for action will be at the next Board of Trustees meeting on 12 April.

Update Regarding NASB Wastewater Utility

GM Blanchette summarized the discussion from the 15 February 2011 Board meeting, after which he sent a letter to Captain Fitzgerald (NASB) requesting clarification of the status and ownership of utilities on the base. Captain Fitzgerald called the General Manager and said he could only speculate on the status and referred GM Blanchette to Greg Preston of BRAC. The Captain did share that ownership of the base would still remain with the Navy, but it would be shifted from active military to BRAC. GM Blanchette forwarded an email to Mr. Preston requesting clarification. Treasurer Green stated he had heard some parts of the base had already been transferred to MRRA. GM Blanchette stated that to the best of his knowledge the “transfer” was more ceremonial than official.

Finance Manager Succession Planning

Former Finance Manager Deborah Nuttelman’s last day was 22 February 2011. GM Blanchette reported Interim Finance Manager Lorraine Caron has been working well with staff and is doing a very good job. The GM provided the résumés of Ms. Caron and Lisa True, Accounts Specialist, to note the depth of financial and accounting experience and skills on staff. These resources ensure that work is completed and duties are divided. Trustee Green asked about Darcy Dutton and her abilities. GM Blanchette will get Ms. Dutton’s résumé and share her qualifications with the Board. GM Blanchette noted he had increased Ms. Caron’s compensation for her additional duties, but it is still less than the starting salary for the Finance Manager position. If she becomes the full-time Finance Manager, her compensation will again be increased. The succession plan will continue as is. A recommendation for further action will be presented at the April Board meeting.

Monthly Report of Treatment Operations

AGM Pontau reported that flow for February was the lowest ever on record for the plant. The total flow to the treatment plant for February 2011 was 49.1 MG, down approximately 20% from the previous month and down 38% from the prior year. Flows of 7.8 MG and 3.0 MG for the month originated with Topsham and the Navy Base, respectively. Average daily flow for the period was 1.75 MGD, or 46% of that allowed by permit. Maximum daily flow processed was 1.99 MG, on 01 February 2011. Precipitation for the month totaled 1.54", with a daily maximum of 0.52" on 06 February 2011.

Septage receiving for the period totaled 22,300 GAL, down approximately 32% from the previ-

ous month. Removal rates for BOD and TSS for the period were 93.5% and 91.8%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 128 CY of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

Assistant General Manager's Report

- Septage Policy Revisions. AGM Pontau reported he has revised the current Septage Policy. The new policy will allow for after-hours dumping. Dumping will be limited to Monday through Saturday from 7:00 am to 4:30 pm. R.A. Webber and Sons, Inc., will be provided with a key to the gate. MDEP has reviewed and approved the plan.
- Lincoln Street Sewer Replacement. AGM Pontau updated the Board on the status of the Lincoln Street Sewer Replacement project. It was stated at the previous meeting that the funds from the planned Richards Drive project would be diverted to the Lincoln Street project. Plans are being designed and a study of the line will take place within the next couple of weeks. Bid packages should be sent out in early April.
- BSD Organizational Review Committee. AGM Pontau has updated the current Organizational Chart. He also shared with the Board a draft of proposed changes resulting from the first Organizational Review Committee meeting. The process is just getting under way. There are three more staff meetings and more drafts to be considered before the Board is presented with the results.
- Web Page Update. GM Blanchette and AGM Pontau met with Charles Banks, of Banks' Computers, to discuss updates to the current web page. Mr. Banks will do a complete overhaul of the web page, with the help of AGM Pontau. Once the overhaul is complete, AGM Pontau will be able to maintain the site.
- Water Street Pump Station Force Main Cleaning. Brunswick Sewer District staff paired with J.E.T.C.C. to conduct a "Pipe Pigging" training class. "Pigging" is a process of cleaning out a force main by forcing foam and rubber plugs ("pigs") through the main to scrape debris off the walls. The class was well received and went very smoothly. The afternoon session of the class consisted of a live "pigging" demonstration. "Pigs" were forced through the Water Street Pump Station force main. There was a lot of material cleaned out of the pipe. The pump station has seen a 5-10% increase in efficiency. The District plans to pig the additional 19 force mains within the system and make the process part of the regular maintenance program.

General Manager's Report

- HVAC Project Status. Two of the three new boilers are in place. Gas is hooked up. It is expected the boilers will be fired later this week for testing. The progress is slow, but the workmanship and quality are excellent.
- Auditor Presentation of 2010 Audit Report. GM Blanchette noted that the auditor, Kathy Tyson, will be present at the April Board meeting to present the Audit Report.
- Administrative Calendar. GM Blanchette shared a calendar of key administrative tasks that Interim Finance Manager Caron prepared for the GM and AGM, as an example of the good work she is do-

ing.

- J.E.T.C.C. North Country Convention. GM Blanchette reported both he and AGM Pontau will be attending the Bi-Annual J.E.T.C.C. North Country Convention which will be held in Presque Isle on 13 and 14 April.
- Town 2011 Paving Schedule. GM Blanchette shared the *tentative* 2011 town paving schedule with the Board. Chair Priest inquired if any problems with the proposed schedule were foreseen. GM Blanchette noted Lincoln Street is already being addressed. There are some other streets that will require manhole adjustments, but no major problems are foreseen. The collection crew is inspecting sewer lines in the proposed paving areas to verify there are no problems.
- Workers Comp Audit Refund. GM Blanchette reported that MMA has refunded the District \$429 on the workers compensation insurance policy due to the District’s record of not having claims.

Schedule of Upcoming Meetings, Events, etc.

GM Blanchette requested that the May meeting be moved from the 10 April to 17 April to provide sufficient time for the preparation of the monthly financial reports. Request granted.

•	Trustees Regular	Tuesday	12 April 2011	7:00 pm
•	Trustees Regular	Tuesday	17 May 2011	7:00 pm
•	Trustees Regular	Tuesday	14 June 2011	7:00 pm

Remarks from the Chair

Chair Priest thanked the Trustees, General Manager Blanchette, Assistant General Manager Pontau, Interim Finance Manager Caron, and Camera Operator Hedy Blauvelt for their time and assistance.

Adjournment

There being no further business before the Board,

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE CHAIR PRIEST, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADJOURN THE MEETING AT 8:03 PM.

Attest:

Thomas Green
Treasurer, Board of Trustees