

BRUNSWICK SEWER DISTRICT

Board of Trustees Regular Monthly Meeting

12 July 2011

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 8:05 am on Tuesday, 12 July 2011, in the conference room at the District offices. A prepared agenda was noted and the meeting was recorded.

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

Others present: Assistant General Manager (AGM) Pontau, Finance Manager (FM) Caron, Camera Operator Madison Browne, and Mrs. Bonnie Shippen.

Absent: General Manager (GM) Blanchette.

Meeting Advertisement

The meeting was advertised in the Friday, 8 July 2011, edition of the *Times Record*.

Minutes of Previous Meeting

The Trustees reviewed the minutes of the 14 June 2011 regular Board meeting. Trustee Boochever had previously responded with requested changes to formatting. AGM Pontau noted that the June minutes were received and changes were made accordingly. Trustee Green noted that on page 5 the name of the paper in which the meeting was advertised should be listed.

Trustee Boochever also requested that men's and women's names be treated uniformly in the minutes. The minutes refer to Trustees and upper management by title and last name, but occasionally women employees are referred to by first name only. Changes need to be made so that the minutes refer to all employees with equal formality. Chair Priest agreed.

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND VOTED BY THE TRUSTEES PRESENT WITH THE EXCEPTION OF CHAIR PRIEST, WHO ABSTAINED, TO ACCEPT AS AMENDED THE MINUTES OF THE 14 JUNE 2011 REGULAR MEETING OF THE BOARD OF TRUSTEES.

Public Comment

There was no public comment.

Treasurer's Report

Financial: Trustee Green noted the variance analysis showed revenues \$40,000 ahead and non-operating expenditures \$88,000 ahead of year-to-date projections, therefore creating a negative balance. Trustee Green noted he realized these figures were "to date," but under non-operating expenditures the District has a construction budget for \$120,000 and has spent \$84,000. The budget to date was not to have spent that much, and therefore it seems the District has overspent that line item by \$84,000. Trustee Green noted that expenditures will catch up next month, and the over-expenditure is in appearance only.

- Receivables. Trustee Green noted receivables are in good shape. Receivables are significantly down on average, and liens are at a remarkably low \$500. FM Caron noted that Ms. Lisa True has been working diligently to persuade customers to pay off their debt before the District has to resort to the lien process. FM Caron credits Ms. True's efforts as the reason District receivables are in such good shape. Chair Priest commended Ms. True for her achievement.
- Entrance Charge Reserve. Trustee Schwindt questioned if this line item should be taken out of non-operating expenses. He noted that the District receives the funds but cannot use them, so the numbers distort the bottom line. There was discussion among the Trustees present, FM Caron, and AGM Pontau regarding the purpose of the Entrance Charge Reserve, what the fund is used for, and how it is represented in the budget. Trustee Green and FM Caron will look into how this item can be presented in future financial reports to address Trustee Schwindt's concerns.
- Forecasted Revenue. AGM Pontau noted there have been a lot of cloudy days but not much rain, resulting in less Inflow and Infiltration and reducing revenues from Brunswick Landing.
- Donations of Capital Assets. Trustees Barbour and Green discussed whether Donations of Capital Assets should be removed from the subtotaled amount within the capital budget. AGM Pontau agreed this item gives the appearance of anonymous donations.
- Expenditures. AGM Pontau explained that the higher telecommunications expense was due to additional equipment purchased when the District switched from AT&T to Verizon. Telecommunications may be over budget at the end of the year, but the monthly cost has evened out. FM Caron noted that the pagers have also been removed from service, and between the two line items the numbers should shift and be within budget.

Trustee Boochever questioned the increase in the heating fuel expense. AGM Pontau stated that when the price went down to \$2.65 a gallon, he chose to fill the oil tank. The oil should last a while because it is only being used to run the generator, and the heating source is now natural gas. It is AGM Pontau's opinion that the District will have enough in the budget for the remainder of the year.

Warrants: The Trustees reviewed the weekly warrants on disbursements for the preceding month, querying staff regarding the purpose of a number of those listed. Weekly warrants from general disbursements have been reviewed and signed by the General

Manager. Disbursements unusual in amount or purposes were discussed. Trustee Boochever stated that the descriptions in the Warrants are helpful and save time in discussions.

Capital Budget Request

AGM Pontau noted he is seeking authorization to add a \$16,000 line item to the current 2011 Capital Budget to install a macerator/shredder (Muffin Monster or equal) on the discharge line of the septage holding tank. This is to correct an ongoing problem caused by rags clogging the septage pump, requiring numerous call-outs during off-hours. The new program to allow off-hours septage receiving (to increase revenue) is succeeding, but a consequence of that success is additional clogging problems.

AGM Pontau noted that he is not seeking the additional appropriation from reserves to the currently authorized capital budget amount. The plan is to fund the project within the existing budget constraints.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT THE PURCHASE OF A "MUFFIN MONSTER" OR EQUAL, WITHIN THE EXISTING BUDGET.

Personnel & Benefits Policies Revisions

Revisions regarding the four-day workweek and emergency responders received first approval at the 17 June 2011 meeting. A second and final vote is being requested for adoption.

IT WAS MOVED BY TRUSTEE BOOCHEVER, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT, AS A SECOND AND FINAL VOTE, THE REVISIONS MADE TO THE PERSONNEL & BENEFITS POLICY.

Monthly Report of Treatment Operations

AGM Pontau reported the total flow to the treatment plant for June 2011 was 66 MG, down approximately 27% from the previous month and up 2% from the prior year. Flows of 9.2 MG and 4.8 MG for the month originated with Topsham and the Brunswick Landing (formerly the Naval Air Station), respectively. Average daily flow for the period was 2.2 MG, or 58% of that allowed by permit. Maximum daily flow processed was 2.6 MG, on 1 June 2011. Precipitation for the month totaled 2.17", with a daily maximum of 0.48" on 25 June 2011.

Septage receiving for the period totaled 186,100 GAL, up approximately 21% from the previous month. Removal rates for BOD and TSS for the period were 93.9% and 91.9%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 220 CY of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

Finance Manager's Report

- Mid-year Audit: On 29 June 2011 the mid-year audit was performed by Tim Gill. He spent the afternoon at the administrative offices going through reconciliations and speaking with Ms. Darcy Dutton, Ms. Lisa True, and FM Caron. Mr. Gill stated he was pleased with how duties had been segregated, and although he was unable to produce a letter for this meeting, it will be available at the next meeting.
- Staff Training: Ms. Dutton, Ms. True, and FM Caron visited the Brunswick-Topsham Water District to observe and get ideas from their Accounts Payable department. Brunswick-Topsham Water District runs accounting software similar to BSD's, and FM Caron is looking at ways to make the current software run more effectively. She is also looking into Excel[®] training for the staff. The next item on her agenda will be cross-training for the office staff. FM Caron believes that the office staff and the District would benefit from the flexibility that cross-training would offer.

Assistant General Manager's Report

- Lincoln Street Sewer Replacement. The District's portion of the work is completed and as a cost-saving measure the paving wasn't done at that time. The Town of Brunswick will be coming in to do the gravel and put down pavement. Cost will be split three ways among Brunswick-Topsham Water District, the Town of Brunswick, and Brunswick Sewer District. The District's portion will be approximately \$17,000.
- Administration Building Evaluation. Harriman Associates was chosen from three proposals received. A committee met to discuss the proposals presented and agreed to award the work to Harriman Associates. Harriman has already been to the District office to do the air-quality testing and will be back to start the mechanical evaluations.
- Treatment Plant Clarifier Evaluation. GM Blanchette, AGM Pontau, Supervisor Greg Thulen, Chief of Plant Maintenance Matt Densmore, and Lab Technician Jen Nicholson have been meeting with different vendors to find the best way to optimize the District's clarifiers. It was decided that Woodard & Curran would perform the study, using in-house labor to do the dye testing and monitor the clarifiers to keep costs down. Approximately \$12,000 has been budgeted for this study. Additional monitoring may be needed, and the study is the first step in reaching that decision.
- Treatment Plant Outfall Repairs. Permits have been sent to DEP to repair damage to the outfall pipe near the bike path on the Androscoggin River. H.C. Crooker did the original rip-rap work for the District in 2001, and will do the repairs on a time-and-materials basis. This is a time-sensitive project due to be completed in August.
- 2012 Budget Preparations. GM Blanchette, AGM Pontau, and FM Caron have started looking at the budget for 2012. With AGM Pontau and FM Caron being new to this process and wanting to make changes, it was decided to start early.
- Spindleworks Visit. Spindleworks is an art studio on Lincoln Street. When the District and its contractor were working on Lincoln Street, the artists set up lawn chairs and started drawing pictures of the construction. The District purchased a few

of the drawings from one of the artists, Tom Ridlon. As a result of that purchase a visit from Spindleworks to the District was arranged. A tour was given and a place was set up for the artists to spend time drawing. AGM Pontau is planning on purchasing more of the drawings and is looking into the cost of creating a 3-D model of the treatment plant.

- Collections/Pumping report. A new semi-annual report will be created for the Board to give a better explanation of behind-the-scenes operations. GM Pontau explained the various preventive maintenance tasks required and noted the work completed this year, including 23,000' of video inspection, 24,000' of line flushing, and 340 Dig Safe markings. Pump station maintenance includes cleaning, greasing pumps, changing oil in submersible pumps, and grounds maintenance. A backup generator was installed at the Church Road Pump Station. A bathroom was installed at the Maine Street Station.

Schedule of Upcoming Meetings, Events, etc.

The upcoming meetings are as follows:

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| • Trustees Regular | Tuesday | 16 August 2011 | 8:00 am |
| • Trustees Regular | Tuesday | 13 September 2011 | 8:00 am |
| • Trustees Regular | Tuesday | 18 October 2011 | 7:00 pm |

Remarks from the Chair

Chair Priest thanked the Trustees, AGM Pontau, FM Caron, Camera Operator Madison Browne, and Mrs. Bonnie Shippen for their time.

IT WAS MOVED BY TRUSTEE BOOCHEVER, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADJOURN THE MEETING AT 9:11 AM.