

## **BRUNSWICK SEWER DISTRICT**

### **Board of Trustees Regular Monthly Meeting 16 August 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 8:06 am on Tuesday, 16 August 2011, in the conference room at District offices. A prepared agenda was noted and the meeting was recorded.

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

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

Absent: Trustee Boochever.

#### **Meeting Advertisement**

The meeting was advertised in the Friday, 12 August 2011, edition of the *Times Record*.

#### **Minutes of Previous Meeting**

The Trustees reviewed the minutes of the 12 July 2011 regular Board meeting. Trustee Barbour requested one change on page 4 to read "*Supervisor*" Greg Thulen.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT THE MINUTES OF THE 12 JULY 2011 REGULAR MEETING OF THE BOARD OF TRUSTEES.*

#### **Public Comment**

There was no public comment.

#### **Treasurer's Report**

Financial: Trustee Green noted that the District continues to be ahead in revenue vs. expenditures, by a year-to-date of \$118,000. There are a number of non-operating expenditures before the end of the year that may or may not affect that amount.

Receivables: FM Caron has cleaned up the financial report, taking out the line item “donated assets”. Receivables continue to be in good shape and are down from this time last year. Liens continue to be low, currently about \$900.

Forecasted vs. Actual Revenue: Trustee Green noted that the residential and commercial revenues are above forecasted amounts. US Government revenue is down by \$30,000. On a positive note, the Topsham Sewer District is 60% ahead of projection. Septage is down a little, and GM Blanchette noted that each month it gets closer to being on budget. Trustee Schwindt questioned if Topsham had raised their rates because of the large amount ahead of budget. GM Blanchette noted he has spoken with Stuart Kay about a possible billing error. Mr. Kay is aware of the numbers and GM Blanchette noted a lot of the money comes from TSD paying their percentage on the District’s 2011 capital projects.

Capital Budget and Expenditure Report: Trustee Green noted the report has been modified, putting donated assets in a separate section. This also makes it easier to read and understand the budgeted and unbudgeted capital. Chair Priest questioned if the District will have that amount of capital at the end of the year. GM Blanchette said yes, although the District is a little bit behind, there are two budgeted items, a ventilation system evaluation and a standby generator for the plant, totaling \$50,000 that the District may not expend this year. With the addition of a \$16,000 macerator approved last month, the budget should still come out \$6,000 under budget and the District shouldn’t have to take anything out of capital reserves.

Trustee Barbour noted he would like a subtotal of total revenue before donated assets. FM Caron noted that it will be changed for next month. FM Caron also noted the classification of operating and non-operating revenue in various reports doesn’t match and makes it hard to go back and forth and find where they came from. She has been meeting with GM Blanchette and AGM Pontau about changes in the new budget format. FM Caron noted that they are working with a software system called Chrystal Reports. She recently upgraded to a program in that system called Dynamics SL, and she will be attending a Chrystal Reports writing class on Friday, 19<sup>th</sup> August to learn more about this software. She is hoping to create a program that is easier to read and understand.

Trustee Green requested adding a column for “previous month” in the Variance Analysis report and moving the various columns to read better.

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. GM Blanchette noted that all checks for disbursement and payroll were on consecutively numbered instruments, and consecutive from the previous month.

Line items questioned were Bonney Staffing Center, multiple paint and supplies purchases at different locations, barriers around the natural gas line, and poison ivy treatment. GM Blanchette explained the Bonney Staffing expense was for the A/P Clerk position held by Mrs. Bonnie Shippen; paint and supply purchases were made from different divisions; barriers were put around the natural gas line due to a concern that it might get accidentally hit; and the Recreation Department had poison ivy treatment sprayed by Welltree, Inc.,

around the ball fields, and the department approached BSD about spraying on the District's side while the contractor was on site.

### **Review and Adoption of Auditor's Report**

A mid-year internal controls audit was completed and a report was distributed to the Board. GM Blanchette noted that the Auditors looked at all the records and spoke to the staff. The Auditors were pleased with the transition of new staff appointments. A concern that was brought to management's attention was the way the consumption data comes in from the Water District. There are no totals for backup information and some water customers who appear on the list are not BDS customers, and therefore have to be weeded out. The Auditors found no cause for concern but noted this situation could become a problem. FM Caron noted that she was pleased with the report and the work the staff has done. GM Blanchette noted that FM Caron had already spoken with the Water District to see if consumption totaling can be accomplished.

### **Draft Capital Improvement Plan (CIP) – 2012 to 2016**

GM Blanchette noted the document presented is for information only and is a first step in creating the five-year financial projection. Its purpose is to show what BSD is working on for a capital improvement budget but it will be amended and changed when the 2012 budget is created.

GM Blanchette referred to the multiple main replacements in 2012 and the cost involved. These lines have issues with backing up and have been watched for some time. It is his opinion that if the main replacements are planned out, it will be possible to complete all eight of them in 2012.

GM Blanchette noted an item not listed on the two pages of the capital improvement draft is the comprehensive evaluation of the plant and its processes, which will be substantial. Evaluation only needs to be made for upgrades and improvements in the plant systems, not for replacement. Chair Priest questioned if there was a possibility of getting a bond for this work. It was GM Blanchette's opinion that a bond would be worth pursuing. With good rates, consultant cost, and bidding cost, a bond would be a possibility. Trustee Green suggested that, with the slow economy and low rates, maybe the District should do a bond now, as opposed to waiting until 2012. Discussion followed and GM Blanchette noted again that this document was for information only, and no action was needed.

### **Monthly Report of Treatment Operations**

AGM Pontau reported that the total flow to the treatment plant for July 2011 was 54 MG, down approximately 18% from the previous month and down 11% from the prior year. Flows of 7.8 MG and 3.2 MG for the month originated with Topsham and Brunswick Landing (formerly the Naval Air Station), respectively. Average daily flow for the period was 1.7 MG, or 46% of that allowed by permit. Maximum daily flow processed was 2.1 MG, on 6 July 2011. Precipitation for the month totaled 2.70", with a daily maximum of 0.61" on 26 July 2011.

Septage receiving for the period totaled 172,250 GAL, down approximately 7% from the previous month. Removal rates for BOD and TSS for the period were 95.0% and 94.3%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 120 CY of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

AGM Pontau noted it was another dry month, but he anticipated increased flows should now that the rain has resumed. The outside septage dumping is being used after hours, with Webber still being the only company with a key. The process appears to be working well. The flow graph has been posted and there is nothing exciting happening, which is a good thing.

### **Finance Manager's Report**

- Staff Training: FM Caron noted, as stated earlier, that she is working on improving the billing system with Ms. Dutton and possibly making some changes. She is also working with Ms. True and Ms. Dutton on cross-training on the billing so they all will have an understanding of the billing process.

Upcoming seminars are: FM Caron and Ms. True will be attending a seminar on Human Resources Law in September. As mentioned before, FM Caron will be attending a class on Friday in Chrystal Reports, and Ms. True and Ms. Dutton will be looking into training on Excel spreadsheets.

- 2012 Budget Preparations: FM Caron, GM Blanchette, and AGM Pontau have been working together on the 2012 budget. They have been talking about the possibility of a new general ledger structure. The current general ledger is confusing, and they are working on ways to make it more meaningful and easier to read. The new budget will be ready for the 28 November 2011 budget meeting.

### **Assistant General Manager's Report**

- Lincoln Street Sewer Replacement: The town has contracted with Ray Labbe & Sons to complete the work on the Lincoln Street project, which should be done next week. BSD's portion of the project paving will be approximately \$9,200, which is down from the \$17,000 previously estimated for the project's cost.
- Administration Building Evaluation: Dan Ellingson from Harriman Associates delivered the completed evaluation of the admin building. The report concludes the current building is solid but needs mechanical and electrical upgrades. It would be more cost effective to renovate the current structure than to build a new one. Renovating was estimated at \$365,000 whereas a new smaller structure would cost approximately \$660,000. The proposed building repair is on the 2013 budget, but GM Blanchette would like to move that up to 2012. Mr. Ellingson noted a time frame of approximately seven months to complete the renovation process from design through construction.
- Treatment Plant Outfall Repairs: H.C. Crooker & Sons should have this work completed by the end of August.

- Web Page/Social Media: A new web page is being designed. Once the template is approved, all the other information will be added and it will be up and running.

BSD has a Facebook page and currently has 72 people following the site. The Treatment Plant has created a series called “Follow the Water”, as an educational tool for the public to get a better understanding of where the water starts and each phase of water treatment.

- Land Application Program Update: The first sludge spreading at the Egypt site in Bowdoinham was done last Tuesday, with a second one planned for tomorrow. There have been no complaints or concerns and we are working well with the contractors. Trustee Barbour questioned how long BSD will have the availability to spread in Bowdoinham. GM Blanchette noted that based on the soils metals saturation, there is a 65-year window. The landowner has set up a trust to allow others to learn the business. The question is whether the trust will allow the District to continue spreading after he passes on.

### **General Manager’s Report**

- Published Staff Announcements: At a previous Board meeting, GM Blanchette inadvertently gave the wrong date for staff changes published in the *Times Record*. The changes were published in the 1 June 2011 edition under “Mid-Coast area business briefs.”
- Baybridge Estates: GM Blanchette and AGM Pontau spoke with Barry Cloutier last week regarding the requirements for Baybridge Estates to discharge to the municipal sewer system. They discussed the District Charter, the extension policy, the entrance charge, Town approval, Board approval, and other requirements to make this possible. Mr. Cloutier is planning 270 units, discharging approximately 60,000 gallons a day, which GM Blanchette believes BSD can handle. This project is only in the discussion stages.
- Donated Assets Update: This was covered earlier in the meeting and the 2011 list will be completed this year.
- Treatment Staff Certification: GM Blanchette announced that Tom Mason, an employee in the treatment plant, has obtained a Grade Level 5 Certificate for Waste Water Treatment Plant Operator. Level 5 is the highest level of certification available. He has been with BSD for approximately 10 years. Chair Priest commended Mr. Mason on his accomplishment.
- ERA DMR-QA Study 31: BSD is required to do yearly EPA lab testing for discharge monitoring report quality assurance study. Jen Nicholson in our lab does this testing. All the results from testing came back in the “acceptable” range. Ms. Nicholson has done a great job of monitoring this year round.

### **Schedule of Upcoming Meetings and Events.**

The upcoming meetings are as follows:

- Trustees Regular Tuesday 13 September 2011 7:00 pm
- Trustees Regular Tuesday 18 October 2011 7:00 pm
- Trustees Regular Tuesday 15 November 2011 7:00 pm
- Budget Meeting Monday 28 November 2011 7:00 pm

**Executive Session to Discuss a Personnel Matter**

At the request of the General Manager,

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ENTER INTO EXECUTIVE SESSION AT 9:23 AM TO DISCUSS A PERSONNEL MATTER UNDER 1 MRSA§405(6)(A).*

No action was taken during the Executive Session, and no action is to be taken at this time as a result of the session. The regular Board meeting was resumed at 9:34 am.

**Remarks from the Chair**

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

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADJOURN THE MEETING AT 9:35 AM*

Attest:

David M. Barbour  
Assistant Treasurer