

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**13 December 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 General Manager Blanchette at 7:05 pm on Tuesday, 13 December 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, Madison Brownne (Camera Operator) and Mrs. Bonnie Shippen (Minutes).

Absent: Trustee Boochever.

**Meeting Advertisement**

The meeting was advertised in the Friday, 09 December 2011, edition of the *Times Record*.

**Public Comment**

There was no public comment.

**Minutes of Previous Meetings**

The Trustees reviewed the minutes of the 15 November 2011 regular Board meeting. Minor changes were requested from the Board regarding wording and GM Blanchette agreed to the changes.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT THE MINUTES, WITH MINOR CHANGES, OF THE 15 NOVEMBER 2011 REGULAR MEETING OF THE BOARD OF TRUSTEES.*

The Trustees reviewed the minutes of the 01 December 2011 annual budget meeting. No changes were requested by the Board.

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT THE MINUTES OF THE 01 DECEMBER 2011 ANNUAL BUDGET MEETING.*

## **Treasurer's Report**

Trustee Green noted there is a new form and format. FM Caron has revised the Variance Analysis to provide the current month's variance and the previous month's variance.

Financial: Trustee Green noted that the District is ahead in billing revenue and that non-billing revenue is lower than projected at this time. Overall the District is \$99,000 ahead in projected revenue.

Trustee Green noted the District's operating expenses are less than what was expected at this time. In non-operating expenditures, capital improvement is \$102,000 higher than projected in part due to the purchase of a used generator.

Receivables: Trustee Green noted receivables are lower but believes this is due to the billing cycle, and liens are continuing to be low, currently at \$600 for the month of November.

Forecasted vs. Actual Revenue: Trustee Green reported that residential revenue was below the forecast and commercial revenue was above the forecast. Brunswick Landing, formerly the Naval Air Station, is approximately \$30,000 below forecast. Topsham Sewer District is considerably above forecast, and septage is also ahead of projection.

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 charges to Ted Berry Co., Inc., Woodard & Curran, BEK, Inc., and Maine Central Railroad. AGM Pontau noted that the Ted Berry, Inc., payment was for installation of a liner in the septic waste pump suction line. The pipe line needed extensive repair, and the installation of the liner resolved the need to excavate and replace the piping. The Woodard & Curran payment was for fees related to the secondary clarifier dye study. This study did go over budget due to a second trip to the plant to get a high flow and for equipment used for the study. The BEK, Inc., payment was the last high bill the District will receive. Starting next month the new contract and reduced fees will be in place. The Maine Central Railroad payment is an annual license fee agreement with Maine Central Railroad for the Guilford Easement – Portland Road Property. The District is billed for this license and the fee is billed back to Brunswick Marriott-Fairfield Inn. Under District policy, those who benefit from the extension, pay for the extension, This fee is part of the cost of the line extension.

## **Finance Manager's Report**

- Seminars/Conferences: FM Caron noted that she and Ms. True attended a very informative workshop on personnel practices. Ms. Dutton also attended a MWWA conference and received a lot of information on debit/credit card usage and building security, as well as on other topics.

- ADP (payroll processor): FM Caron noted that, as of January 2012, ADP (Automatic Data Processing) will be handling the payroll. ADP will handle all tax filings, garnishments, and W-2s, which will save time for Ms. True. FM Caron noted ADP is a large company that she has worked with since 1981 and has established a record as a reliable and trustworthy company. In response to a question by Chair Priest, Ms. Caron noted that ADP will not be handling any District funds.
- 2011 Year-End Update: FM Caron noted she had spoken with Kathy Tyson and will be doing the year-end audits the first week of February. The exact dates are unknown at this point, but she should know soon.

Chair Priest noted he was pleased with the new budget layout and that it has been a pleasure working with Ms. Caron as the Finance Manager this past year. The Trustees present all agreed Ms. Caron was doing a wonderful job.

FM Caron departed the meeting at 7:30 pm.

### **Commitments: 01 October through 31 December 2011**

*IT WAS MOVED BY VICE CHAIR SCHWINDT, SECONDED BY ASSISTANT TREASURER BARBOUR, AND VOTED BY THE TRUSTEES PRESENT, WITH TREASURER GREEN ABSTAINING, TO COMMIT TO THE TREASURER FOR COLLECTION RATES FOR THE PERIOD 01 JANUARY 2012 THROUGH 31 MARCH 2012, IN ACCORDANCE WITH THE 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.*

### **Wage Matrix Modification**

GM Blanchette noted that, according to the 2012 budget, the District requested the pay matrix be adjusted upward by 2.85%. The economic adjustment has been determined based on the formula adopted by the Board in October 2007. A 2011 pay matrix and the adjusted 2012 pay matrix, with the calculation worksheet used to determine the 2012 adjustment, were distributed to the Board, along with the economic adjustment formula excerpted from the minutes of 09 October 2007.

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, TO ACCEPT THE WAGE MATRIX MODIFICATION INCREASE OF 2.85% BASED ON THE FORMULA ADOPTED BY THE BOARD IN OCTOBER 2007.*

### **Adoption of 2012 Operations Budget**

GM Blanchette noted the 2011 year-end revenue projection has been amended to account for stronger than projected November revenues. Based on the revised 2011 numbers, the initial 2012 revenue projection would have been some \$142,000 less than 2011 actual revenue. GM Blanchette and FM Caron revised the 2012 revenue projection upward by \$100,000 because trends are showing improvement for 2012. As a result, the District will not need to budget the \$48,000 funding from the Operations Reserve. The

remaining \$62,000 of the revised projected revenue has been allotted to the Treatment Plant evaluation study to increase it to \$135,000 in the capital budget.

Members of the Board questioned the budget numbers for residential, commercial, septage, and drainage revenue and asked if the District was being too optimistic. GM Blanchette responded that there has been an increase in residential and commercial revenue in 2011 and he did not foresee a change for 2012.

Trustee Green questioned if the District would consider taking out more on a bond for the Administrative Building renovation in order to complete a garage for plant equipment. GM Blanchette noted he wanted to see the results of the Treatment Plant evaluation, which is to be completed this year, before constructing a garage.

The Board discussed the economic salary increase, merit increase, sick leave buy-back, employee bonus program, operator pay-grade adjustment, and education assistance program. The merit and bonus programs are based on employee performance, and AGM Pontau noted the employees are working hard to earn the requested wage increase. AGM Pontau believes these incentives will encourage the employees to work harder and in the end save the District money.

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, TO ACCEPT THE ADOPTION OF THE 2012 OPERATIONS BUDGET.*

### **Authorization to Implement Operator Pay-Grade Adjustment**

GM Blanchette noted that, as was discussed during the 2012 budget review, the District is seeking authorization to adjust the pay grade of Collection/Pumping Division personnel to a level comparable to that of Treatment Division personnel. A worksheet detailing the wage changes was provided for review. GM Blanchette did not believe this was a policy issue and requested only a vote of authorization.

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, TO ACCEPT THE IMPLEMENTATION OF THE OPERATOR PAY-GRADE ADJUSTMENT.*

### **Amendments to Personnel Policy: First Vote for Adoption**

GM Blanchette noted that, as was discussed during the 2012 budget review, the District is seeking the first of two votes for three changes to the Personnel Policy.

- Operator License/Certification Supplemental Pay: GM Blanchette explained that this program allows an employee to receive a pay increase of \$0.25 per hour for each operator certification received above and beyond the requirements of his or her job description.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, AS THE FIRST OF TWO VOTES REQUIRED, TO ADOPT THE OPERATOR LICENSE/CERTIFICATION SUPPLEMENTAL PAY AMENDMENT TO THE PERSONNEL POLICY. A SECOND AND FINAL VOTE IS EXPECTED AT THE NEXT TRUSTEE MEETING.*

- Revision to Sick-Leave Policy: GM Blanchette noted that approximately six employees carry over 680 hours of sick time, with some at the maximum of 960 hours. Under current policy, a departing employee with at least 240 hours is paid for one-half of all accumulated sick leave. This policy revision will reduce the District's future liability by buying out one-half of all leave beyond 240 hours, thereby reducing and limiting sick time to a maximum of 240 hours per employee at the end of 2012. This policy also states that when an employee leaves the District for any reason, he or she will not be compensated for any accumulated sick leave. In lieu of payment upon separation, at the end of each year employees will be eligible to "sell back" one-half of their unused sick time accumulated during that year. The funding is listed in the 2012 Budget as "other expense."

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, AS THE FIRST OF TWO VOTES REQUIRED, TO ADOPT THE REVISION TO THE SICK LEAVE POLICY. A SECOND AND FINAL VOTE IS EXPECTED AT THE NEXT TRUSTEE MEETING.*

- Addition of a Goals Bonus Program: GM Blanchette noted this program is intended to get the most work (quality and quantity) from the District's employees. This is a performance-based rewards system that can be administered either individually or on a team basis. Employees would be rewarded 1% of their gross base pay for each goal accomplished, up to a maximum of 3% a year. Chair Priest noted he would like to see a cost-benefit analysis demonstrating the possible savings to the District.

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, AS THE FIRST OF TWO VOTES REQUIRED, TO ADOPT THE ADDITION OF A GOALS BONUS PROGRAM. A SECOND AND FINAL VOTE IS EXPECTED AT THE NEXT TRUSTEE MEETING.*

### **Wastewater Facilities Takeover Requests: Baribeau Drive, Botany Place, and Farley Road**

AGM Pontau reported that three developers have requested the District take over the mainline sewer extensions constructed within their projects. Signed request letters were distributed to the Board.

*FACILITIES ACCEPTANCE RESOLUTION  
BARIBEAU DRIVE, BRUNSWICK, MAINE*

*13 DECEMBER 2011*

*WHEREAS* Independence Association of Brunswick, Maine, has constructed and is owner of wastewater facilities within the right-of-way of Baribeau Drive in the Town of Brunswick, Maine; which wastewater facilities comprise approximately 391 feet of 8-inch-diameter gravity sewer lines and three (3) maintenance holes; and

*WHEREAS* Independence Association has expressed its desire to effect a transfer of ownership of these wastewater facilities from Independence Association to the Brunswick Sewer District, all as more particularly described in a letter request by Independence Association dated 17 November 2011 and on file at the Brunswick Sewer District offices; and

*WHEREAS* the Brunswick Sewer District is the appropriate entity to own and maintain said wastewater facilities;

*NOW, THEREFORE, IT IS RESOLVED* that the Board of Trustees of the Brunswick Sewer District hereby accepts ownership of the wastewater facilities hereinabove described.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADOPT, AS AMENDED, THE PROPOSED RESOLUTION DATED 13 DECEMBER 2011 FOR ACCEPTANCE OF THE WASTE-WATER FACILITIES CONSTRUCTED WITHIN THE RIGHT-OF-WAY OF BARIBEAU DRIVE, TO SERVE INDEPENDENCE ASSOCIATION.*

*FACILITIES ACCEPTANCE RESOLUTION  
BOTANY PLACE, BRUNSWICK, MAINE*

*13 DECEMBER 2011*

*WHEREAS* Botany Place, LLC, of Brunswick, Maine, has constructed and is owner of wastewater facilities within the rights-of-way of Botany Place in the Town of Brunswick, Maine; which wastewater facilities comprise approximately 1,187 feet of 8-inch-diameter gravity sewer lines and nine (9) maintenance holes; and

*WHEREAS* Botany Place, LLC, has expressed its desire to effect a transfer of ownership of these wastewater facilities from Botany Place, LLC, to the Brunswick Sewer District, all as more particularly described in a letter request by Botany Place, LLC, dated 18 November 2011 and on file at the Brunswick Sewer District offices; and

*WHEREAS* the Brunswick Sewer District is the appropriate entity to own and maintain said wastewater facilities;

*NOW, THEREFORE, IT IS RESOLVED* that the Board of Trustees of the Brunswick Sewer District hereby accepts ownership of the wastewater facilities hereinabove described.

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, TO ADOPT, AS AMENDED, THE PROPOSED RESOLUTION DATED 13 DECEMBER 2011 FOR ACCEPTANCE OF THE WASTE-WATER FACILITIES CONSTRUCTED WITHIN THE RIGHTS-OF-WAY OF BOTANY PLACE, TO SERVE BOTANY PLACE, LLC.*

*FACILITIES ACCEPTANCE RESOLUTION  
FARLEY ROAD, BRUNSWICK, MAINE*

*13 DECEMBER 2011*

*WHEREAS* SS Realty, LLC, of North York, Ontario, is owner of wastewater facilities within the right-of-way of Farley Road in the Town of Brunswick, Maine; which wastewater facilities comprise approximately 237 feet of 8-inch-diameter gravity sewer lines and one (1) maintenance hole; and

*WHEREAS* SS Realty, LLC, has expressed its desire to effect a transfer of ownership of these wastewater facilities from SS Realty, LLC, to the Brunswick Sewer District, all as more particularly described in a letter request by SS Realty, LLC, dated 18 November 2011 and on file at the Brunswick Sewer District offices; and

*WHEREAS* the Brunswick Sewer District is the appropriate entity to own and maintain said wastewater facilities;

*NOW THEREFORE, IT IS RESOLVED* that the Board of Trustees of the Brunswick Sewer District hereby accepts ownership of the wastewater facilities hereinabove described.

*IT WAS MOVED BY TRUSTEE SCHWINDT, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, TO ADOPT, AS AMENDED, THE PROPOSED RESOLUTION DATED 13 DECEMBER 2011 FOR ACCEPTANCE OF THE WASTE-WATER FACILITIES CONSTRUCTED WITHIN THE RIGHT-OF-WAY OF FARLEY ROAD, TO SERVE SS REALTY, LLC.*

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

AGM Pontau reported that the total flow to the treatment plant for November 2011 was 61 MG, down approximately 9% from the previous month and down 9% from the prior year. Flows of 10.6 MG and 3.8 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.0 MG, or 53% of that allowed by permit. Maximum daily flow processed was 2.2 MG, on 29 November 2011. Precipitation for the month totaled 3.02", with a daily maximum of 0.92" on 10 November 2011.

Septage receiving for the period totaled 185,850 GAL, down approximately 4% from the previous month. Removal rates for BOD and TSS for the period were 93.9% and 93.7%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 145 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 a very dry month even with a couple of snowstorms.

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

- Treatment Plant Clarifier Modeling: AGM Pontau reported that the Clarifier Modeling study is complete. The study went over budget, but he believes it was money well spent. At this time it has been determined that no modifications to the secondary clarifiers are required. AGM Pontau noted that, in accordance with the study's recommendation, management will be looking into taking one of the secondary clarifiers off-line during low flow conditions.
- Electronic Payments Survey: AGM Pontau noted that responses to the survey have been coming in and the general consensus is that customers are not interested in paying online. He would like to wait a few more weeks for further responses before coming to any conclusions. A final report will be provided next month.
- History of BSD: AGM Pontau noted that the District's Facebook page includes a "follow the water" presentation and he is now starting on the history of the District beginning with the 1880s. There is a lot of information to cover that should make interesting reading.
- MDEP Plant Inspection: AGM Pontau noted an inspection was completed and no concerns were found as a result. A copy of the report was distributed to the Board.
- Lincoln Street – Final Payment: AGM Pontau reported that the District had received the final billing for the work done on Lincoln Street. The District's portion was

expected to be between \$12,000 and \$17,000, but because of a low bid on the project, the final invoice was just over \$9,000.

### General Manager's Report

- MMA Income Protection Program: With the sick-leave buy-back policy, and the accompanying reduction in sick-leave accumulation, GM Blanchette is checking with MMA to see if the District can offer open enrollment for those employees who do not have income protection insurance.
- Brief 2011 Operations Summary: GM Blanchette noted that the District functioned very well this year. The staff all worked well together, and positive attitudes have made a difference. GM Blanchette thanked AGM Pontau, FM Caron, and Supervisors Wes Wharff and Greg Thulen for helping to make 2011 a great year at the Brunswick Sewer District.
- New England Organics Agreement Revision: GM Blanchette reported that the agreement with New England Organics has been revised. The changes mean that the District will deliver 800 tons a year in sludge and NEO will reduce their fee from \$64.43 per ton to \$57.00 per ton with no monthly reservation fee.

### Schedule of Upcoming Meetings, Events, Etc.

The upcoming meetings are as follows:

- |                    |         |                  |         |
|--------------------|---------|------------------|---------|
| • Trustees Regular | Tuesday | 17 January 2012  | 7:00 pm |
| • Trustee Regular  | Tuesday | 14 February 2012 | 7:00 pm |
| • Trustee Regular  | Tuesday | 13 March 2012    | 7:00 pm |

### Executive Session

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ENTER INTO EXECUTIVE SESSION AT 9:02 PM TO DISCUSS A PERSONNEL MATTER UNDER M.R.S.A. TITLE 1, CHAPTER 13.405.6.A.*

GM Blanchette, AGM Pontau, Camera Operator Madison Brownne, and Bonnie Shippen departed the meeting at 9:01 pm.

The Trustees returned from executive session at 9:18 pm after discussing a personnel matter. No action was taken in the executive session.

GM Blanchette returned to the meeting.

*IT WAS MOVED BY TRUSTEE SCHWINDT, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO APPOINT THE CURRENT GENERAL MANAGER TO THE POSITION FOR THE PERIOD 01 JANUARY THROUGH 31 DECEMBER 2012 AT AN ANNUAL SALARY OF NINETY-THREE THOUSAND SIX HUNDRED AND SIXTY DOLLARS (\$93,660,) WITH THE CONTINUATION OF ALL CURRENT BENEFITS.*

### Remarks from the Chair



Chair Priest thanked the Trustees for their time and assistance.

**Adjournment**

There being no further business before the Board,

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE SCHWINDT, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADJOURN THE MEETING AT 9:22 PM AND ENTER INTO THE MRRA COMMITTEE MEETING.*

The Trustees returned from the MRRA Committee meeting at 9:25 pm.

*IT WAS MOVED BY TRUSTEE SCHWINDT, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO APPROVE THE LETTER TO BE SENT TO THE MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY (MRRA) IN RESPONSE TO MRRA'S REQUEST FOR A RATE REDUCTION AND METER READ ADJUSTMENT.*

**Adjournment**

There being no further business before the Board,

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADJOURN THE MEETING AT 9:26 PM.*

Attest:

David N. Barbour  
Assistant Treasurer, Board of Trustees