

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
21 February 2012

Approved Minutes

Call to Order

General Manager (GM) Blanchette noted Chair Priest and Vice Chair Schwindt would be arriving late, and the Board members present decided to start the meeting without them. The regular monthly meeting of the Board of Trustees of the Brunswick Sewer District was called to order by GM Blanchette at 7:11 pm on Tuesday, 21 February 2012, in the conference room at District offices. A prepared agenda was noted and the meeting was recorded.

Members present: Chair Priest and Vice Chair Schwindt (both arriving later); Trustees Green and Boochever; and Trustee Barbour via Skype.

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

Meeting Advertisement

The meeting was advertised in the Friday, 17 February 2012, edition of the *Times Record*.

Public Comment

There was no public comment.

Minutes of Previous Meeting

The Trustees reviewed the minutes of the 17 January 2012 regular Board meeting. One change in wording was requested by Trustee Boochever.

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BOOCHEVER, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT THE MINUTES, WITH ONE MINOR CHANGE, OF THE 17 JANUARY 2012 REGULAR MEETING OF THE BOARD OF TRUSTEES.

Treasurer's Report

GM Blanchette noted the financials for the end of the year were not available. He noted FM Caron has been working diligently to change the process of closing out financial records and make it easier to reopen them into the new year. This will make financial reports easier to work with in the coming years. GM Blanchette noted while working on the financials a minor error was found and needed to be corrected before the information was

distributed to the Board. FM Caron noted the reports will be sent to the Board members for their review as soon as they are complete.

Warrants: The weekly warrants were distributed to the Board for their review. 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.

Trustee Boochever questioned the payment to Frank Pottle for tree removal. AGM Pontau noted it was for clean up of dead branches and trees around the Admin building that were not salvageable and needed to be removed.

Chair Priest and Trustee Schwindt arrived at the meeting at 7:21 pm and were updates on items previously discussed.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the Treatment Plant for January 2012 was 62 MG, down approximately 7% from the previous month and up 2% from the prior year. Flows of 11.1 MG and 4.3 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 2.9 MG, on 28 January 2012. Precipitation for the month totaled 3.24", with a daily maximum of 1.32" on 27 January 2012.

Septage receiving for the period totaled 34,000 GAL, down approximately 60% from the previous month. Removal rates for BOD and TSS for the period were 94.7% and 92.5%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 140 CY of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

2011 Annual Report of Collection and Pumping Division Operations

AGM Pontau noted the Collection and Pumping Division supervisor created a report, enclosed in the Board packet, outlining work completed in 2011. He noted that for the first time there were no main line plug-ups during 2011. The full list of items was reviewed by the Board and is available to the public for viewing.

Education Plan: Review for Vote for Adoption

GM Blanchette noted he was unable to find in the Charter a provision that required two votes by the Board for adoption of personnel policy changes, additions, deletions, etc. The Board discussed the matter, and it was unanimously decided that although not everything needs two votes, there should be an opportunity for discussion. GM Blanchette and the Board agreed to create a draft for discussion and conclude with a single vote at the following meeting.

GM Blanchette presented to the Board the Employee Educational Assistance Plan. The document has been reviewed previously by the Board and also by the District Counsel. Changes were made to wording to make the document more concise.

IT WAS MOVED BY TRUSTEE BOOCHEVER, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADOPT THE EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM.

Finance Manager's Report

- 2011 Year-End Audit: FM Caron reported the year-end audit was held the week of 7 February 2012 and she believes it went very well. The District is awaiting the final draft from the Auditors, and it will be provided to the Board for review at its March meeting.
- Admin Division Staffing: FM Caron noted that this year the Admin office has had employees absent for bereavement and elder care, and it became apparent that the Administration Division needed additional help. GM Blanchette had stated during budget development that management did not intend to fill the current vacancy. After discussions with AGM Pontau and FM Caron, the decision has now been made to continue the employment of Bonnie Shippen. Mrs. Shippen has been working in the Accounts Payable position through a temp agency. GM Blanchette noted Mrs. Shippen will become a District employee, working part time for the remainder of this year. Funding for this position will come from the budgeted 32 weeks for two intern positions. GM Blanchette said management will consider budgeting a fourth full-time staff position in the Administrative Division for 2013.
- FM 2012 Goals: FM Caron presented a list of her goals to the Board for 2012:
 1. Administrative staff cross-training, particularly the billing process.
 2. Revise Chart of Accounts – consolidating accounts.
 3. Implementation of rate increase for the end of 2012.
 4. Administrative staff involvement in Administration Building renovation.

Assistant General Manager's Report

- Administration Building Construction Manager Proposal Update: AGM Pontau noted five firms attended the pre-submission meeting for renovation of the Administration Building. The District is looking to choose the firm that presents the best overall value. The firm chosen will serve as the Construction Manager leading the Design/Build Team. It will oversee the hiring of architects, contractors, and others, who will make up the required 60% of the work being subcontracted. All sealed Statements of Qualifications are due on 6 March 2012, and the District will submit a funding application to the Maine Municipal Bond Bank by mid-March.
- Richards Drive – Sump Pump Removal Options: AGM Pontau noted there are approximately 50 MG of I & I running through Richards Drive sewer pipes from sump pumps in the area. He is working on a pamphlet to notify homeowners of the

issue, how to correct it, and how it affects the homeowner and District. AGM Pontau believes the District need to speak with homeowners and be allowed to enter their homes to determine who has sump pumps tied into the sewer lines. This will give the District a better idea of how much it will cost to fix the problem.

Chair Priest noted the Board should organize a workshop on this project. He believes the homeowners need to be held harmless and the District needs to be able to answer their questions before pamphlets are mailed out. At the request of the General Manager, Chair Priest authorized GM Blanchette to consult District Counsel regarding the use of public money to fund private property work.

- Treatment Plant Evaluation Update: AGM Pontau noted the District requested solicitations for qualification packages from consulting engineering firms for the Treatment Plant Evaluation project. A non-mandatory pre-submission meeting was held 16 February 2012, with six engineering firms in attendance. A representative from Ransom Engineering, who is serving as owner's representative, was there to answer questions. The group took a tour of the Treatment Plant and was given until 1:00 pm on Tuesday, 6 March 2012, to submit qualification packages.
- Annual Residual Reports to EPA & MDEP: AGM Pontau reported that the 138-page report detailing what the District does with its biosolids was complete and has been sent out to regulators.
- Work Truck Show Attendance, Indianapolis, March 5-8: AGM Pontau announced he will be attending a work truck show 5-8 March 2012. The 2012 budget includes the purchase of a new tool truck, and AGM Pontau will be looking for the most effective vehicle for the best price.
- MEPDES Permit Minor Revision: AGM Pontau presented a letter from MEDEP noting a revision of the Maine Pollutant Discharge Elimination System permit. The revision changes the interval for required testing for mercury from quarterly to once annually. This will save the District approximately \$600 each year.
- AGM 2012 Goals: AGM Pontau presented a list of his goals to the Board for 2012:
 1. Ensure Operation Divisions meet their 2012 goals.
 2. Ensure all capital projects are completed within budget and with no major problems.
 3. Identify and eliminate redundancy to improve District efficiency.
 4. Work with the Finance Manager to improve customer and vendor electronic payments systems.
 5. Continue with the District's history on Facebook and also creating pamphlets to hand out. AGM Pontau also plans to look into the potential of bringing in school kids for tours.

General Manager's Report

- Utility Manager's Conference Report: GM Blanchette noted that he attended the Utility Manager's Conference in Miami with over 500 other managers. He noted that

he received a lot of information and was able to take notes that he would share with the Board and District staff soon. GM Blanchette summarized the trip to the Board as very informative and well worth it.

- MWUA Presentation: GM Blanchette noted he was asked to do a short presentation on setting up capital reserves to local water districts.
- GM Employment Agreement Amendment: GM Blanchette noted the Auditors requested a copy of the 2011 GM Employment Agreement. GM Blanchette noted there was no 2012 agreement on file; therefore he used the same form, made the changes to reflect 2012, and was requesting a signature by Chair Priest.

IT WAS MOVED BY TRUSTEE BOOCHEVER, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT FOR SIGNATURE THE EMPLOYMENT AGREEMENT, GENERAL MANAGER SERVICES, BRUNSWICK SEWER DISTRICT.

- GM Goals – 2012: GM Blanchette presented a list of his goals to the Board for 2012:
 1. Begin development of the BSD Strategic Plan (Master Plan) to include:
 - a. a business plan;
 - b. a staffing and succession plan
 - c. a technology Plan; and
 - d. a comprehensive facilities replacement/rehabilitation plan.
 2. Guide/Set Focus of the sump pump removal program through first year.
 3. Guide conversion of Comprehensive Treatment Plant Evaluation into its master plan to include:
 - a. implementation goals;
 - b. implementation schedule;
 - c. estimated cost; and
 - d. source of funding.
 4. Continue implementation of Vision Statement goals.
 5. Implement self-improvement recommendations from Board performance evaluation.

Board Goals for 2012

GM Blanchette presented the Board of Trustee with suggested goals for 2012:

1. Monitor management development of BSD Strategic Plan.
2. Rate increase in 2012 to build reserves.
3. Staff preparation of 2011 Annual Report.
4. Ensure management remains focused on big-picture needs:
 - a. Planning;
 - b. mission;
 - c. vision;
 - d. strategic thinking; and

- e. possible consolidation with Topsham Sewer District.

Schedule of Upcoming Meetings and Events

GM Blanchette proposed the Board move up the budget process by one month to better manage prepaid insurances and payroll changes for the coming new year.

GM Blanchette presented the 2012 holiday schedule to the Board, noting that for the Christmas (2012) and New Year's (2013) holidays, the staff is proposing to work a Wednesday, Thursday, and Friday week (versus a Monday, Wednesday, and Thursday week) in order to take the two preceding Mondays off, as the holidays both fall on Tuesdays. The two Mondays would not be paid time off.

The upcoming meetings are as follows:

- Trustee Regular Tuesday 13 March 2012 7:00 pm
- Trustee Regular Tuesday 17 April 2012 7:00 pm
- Trustee Regular Tuesday 15 May 2012 7:00 pm

Remarks from the Chair

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

Adjournment

There being no further business before the Board,

IT WAS MOVED BY TRUSTEE BOOCHEVER, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADJOURN MEETING AT 8:46 PM.

Attest:

Emily Boochever
Clerk, Board of Trustees