

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
17 April 2012

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 7:02 pm on Tuesday, 17 April 2012, in the conference room at District offices. A prepared agenda was noted and the meeting was recorded.

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

Absent: Vice Chair Schwindt.

Others present: General Manager (GM) Blanchette, Finance Manager (FM) Caron, Assistant General Manager (AGM) Pontau, Camera Operator Madison Brownne, and Mrs. Bonnie Shippen (Minutes). Also present was Kathleen B. Tyson, CPA, from Runyon Kersteen Ouellette (RKO).

Meeting Advertisement

The meeting was advertised in the Friday, 13 April 2012, edition of the *Times Record*.

Public Comment

The following is a list of questions and comments from the public:

- AGM Pontau noted the District Staff interviewed three firms for the Treatment Plant Evaluation Project and three firms for the Admin Building Renovation Project. In the post-interview meetings with the firms not selected, all were very complimentary on the process the District used. All of the firms noted it to be fair and unbiased. One of the consultants stated “this is the way all selections should all be made.”
- GM Blanchette noted the property owner representative had submitted a written petition for relief from a sewer use charge for property at the Merrymeeting Plaza. This item is on the meeting agenda.
- GM Blanchette noted the owner of property at 32 Oakwood Terrace had submitted a written petition for relief from a sewer use charge. This item is on the meeting agenda.
- GM Blanchette noted the owner of property at 146A Harpswell Road had submitted a written petition for relief from a sewer use charge. This item is on the meeting agenda.

Minutes of Previous Meeting

The Trustees reviewed the minutes of the 13 March 2012 regular Board meeting.

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BOOCHEVER, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, WITH THE EXCEPTION OF TRUSTEE BARBOUR WHO ABSTAINED, TO ACCEPT THE MINUTES OF THE 13 MARCH 2012 REGULAR MEETING OF THE BOARD OF TRUSTEES.

The Trustees reviewed the minutes of the 20 March 2012 special Board meeting.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE BOOCHEVER, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, WITH THE EXCEPTION OF TRUSTEE GREEN WHO ABSTAINS, TO ACCEPT THE MINUTES OF THE 20 MARCH 2012 SPECIAL MEETING OF THE BOARD OF TRUSTEES.

Presentation of 2011 Audited Financial Statements, Kathleen B. Tyson, CPA

Kathleen B. Tyson, CPA of Runyon Kersteen Ouellette of South Portland, auditor to the District, reported on the audit of the District financial operations as of 31 December 2011. Ms. Tyson noted she worked with Mr. Tim Gill on the completed audit and was speaking on his behalf as Mr. Gill was unable to attend the meeting.

Ms. Tyson reported that the audit went very smooth and no obstacles were encountered in preparing the audit. She noted to the Board a letter was prepared that outlines the various items covered in the audit process.

Ms. Tyson reported that RKO's audit of the Brunswick Sewer District's financial statements as of 31 December 2011 received an unqualified opinion, which means the financial statements are fairly stated in all material respects. Ms. Tyson also noted no material weaknesses or red flags within the District's internal controls were found. She encouraged the Board to read through the financial overview and look beyond the numbers.

Ms. Tyson briefly reviewed the financial statements with the Board and noted the audit was completed with auditing standards for governmental entities, and no difficulties were encountered.

Ms. Tyson presented the Board with graphs of the financial results for fiscal year 2011, 2010, and 2009 in comparative format. They included current assets, capital assets and long term debt, liabilities, revenues, expenses, unrestricted net assets, invested in capital assets net of debt, income by source, net income and cash flows.

Ms. Tyson noted despite the District having new Management in 2011, it was her opinion that the audit went very well and expressed her appreciation to the staff, which was helpful to the auditors during the process.

The Board was satisfied with the presented report and did not feel the need to enter into an executive session with Ms. Tyson. Ms. Tyson left the meeting at 7:34 p.m.

Treasurer's Report

Financial: It was noted that the financial reports were not available at this time for review. They will be forwarded electronically later in the week.

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

Trustee Barbour questioned the line item of Maine Natural Gas and how the budget compares since the District changed over to gas. GM Blanchette noted at the end of 2011 the oil usage was less than 20,000 gallons compared to 2010 at 40,000 gallons. He noted that we do not yet have a full year of natural gas usage to do an annual comparison, but it looks as though we will come in below the budget of \$30,000. AGM Pontau noted the District was on a locked in price, but the daily price had decreased so Management decided to go with the daily market price.

Trustee Barbour questioned the line item for Maine Environmental Laboratory. GM Blanchette explained sludge testing is sent out 4 times a year for testing to Maine Environmental Laboratory.

Report Status of MRRRA Rate Review Request

GM Blanchette noted MRRRA has declined the rate relief offer and they will focus their attention on I & I reduction. MRRRA will be paying the sewer use billing in full. GM Blanchette also noted the US Government ended their contract on September 29, 2011 and there was a one day billing for September 30, 2011 to MRRRA. MRRRA requested the District send them an invoice for that one day, which at this time has not been paid. All other invoices have been paid in full at this time.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for March 2012 was 65 MG, up approximately 9% from the previous month and down 67% from the prior year. Flows of 12.4 MG and 4.7 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.1 MG, or 55% of that allowed by permit. Maximum daily flow processed was 2.5 MG, on 09 March 2012. Precipitation for the month totaled 1.33", with a daily maximum of .57" on 03 March 2012.

Septage receiving for the period totaled 53,750 GAL, up approximately 165% from the previous month. Removal rates for BOD and TSS for the period were 94.2% and 91.9%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 134 CY of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

Adoption of 2011 Audited Financial Statements

GM Blanchette presented to the Board the 2011 Audited Financial Statements for adoption. There being no further discussion,

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE BOOCHEVER, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT THE 2011 AUDITED FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2011 AND 2010.

Petition for Relief of Sewer Use Billing: SR Weiner & Associates, Merrymeeting Plaza

GM Blanchette noted he received a letter from Helen Poulin from SR Weiner & Associates. Ms. Poulin was requesting relief from an excessive sewer bill received from the vacated Fashion Bug store in Merrymeeting Plaza due to an unattended leaking toilet.

GM Blanchette noted to the Board that the cause of the excess water use was from a persistent running toilet; therefore the District still had the expense of transporting, treating, and disposing of the excess water. He does not recommend relief, but noted a payment plan could be set up to give extended time to pay the invoice.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE BOOCHEVER, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO DENY RELIEF OF SEWER USE BILLING TO SR WEINER & ASSOCIATES. THE BOARD RECOMMENDED THE DISTRICT WORK WITH THE OWNER TO SET UP A PAYMENT PLAN.

Petition for Relief of Sewer Use Billing: Dutton, 32 Oakwood Terrace

GM Blanchette made the Board aware that the property owner was no relation to Darcy Dutton, the District's Accounts Specialist.

GM Blanchette noted he received a letter from Mr. Todd Dutton at 32 Oakwood Terrace. Mr. Dutton was requesting relief from an excessive sewer bill received due to a persistent running toilet. Mr. Dutton explained he lost his previous employment and has recently obtained work, but with half the income. If relief cannot be granted, Mr. Dutton has noted the debt will be honored, although he will need time to get a zero balance.

GM Blanchette noted to the Board that the cause of the excess water use was from persistent running toilet; therefore the District still had the expense of transporting, treating, and disposing of the excess water. He does not recommend relief, but noted a payment plan could be set up to give extended time to pay the invoice.

IT WAS MOVED BY TRUSTEE BOOCHEVER, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO DENY RELIEF OF SEWER USE BILLING TO TODD DUTTON. THE BOARD RECOMMENDED THE DISTRICT WORK WITH THE HOMEOWNER TO SET UP A PAYMENT PLAN.

Petition for Relief of Sewer Use Billing: Coit, 146A Harpswell Road

GM Blanchette noted he received a letter from Mr. and Mrs. Mark Coit of California. Mr. and Mrs. Coit was requesting relief from an excessive sewer bill received due to an unnoticed, persistent running toilet in a spare bathroom of their rental property at 146A Harpswell Road. The problem was discovered when they received a high water bill and the toilet was repaired. The high sewer bill came shortly after and Mrs. Coit was requesting relief due to the fact that the billing cycle is quarterly, therefore some time had gone by before they were aware of the problem.

GM Blanchette noted to the Board that the cause of the high water and sewer bill was from a persistently running toilet; therefore the District still had the expense of transporting, treating, and disposing of the excess water. He does not recommend relief, but noted a payment plan could be set up to give extended time to pay the invoice.

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BOOCHEVER, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO DENY RELIEF OF SEWER USE BILLING TO MR. AND MRS. MARK COIT. THE BOARD RECOMMENDED THE DISTRICT WORK WITH THE HOMEOWNER TO SET UP A PAYMENT PLAN

Bond Issue: Resolution Consideration and Adoption

The District's Bond Counsel has prepared the following Board of Trustees Resolution Authorizing Sewer Bonds in an Amount Not to Exceed \$500,000 for the purpose of "renovation to and equipping of the District's existing Administration Building and offices at 10 Pine Tree Road, Brunswick, Maine".

BRUNSWICK SEWER DISTRICT

**BOARD OF TRUSTEES RESOLUTION
AUTHORIZING SEWER BONDS
IN AN AMOUNT NOT TO EXCEED \$500,000**

WHEREAS, the Brunswick Sewer District (the "District") intends to finance the following improvements, together with all architectural and engineering fees and other Costs (as defined herein) with respect thereto and other services related thereto (the "Projects"):

- a. renovation to and equipping of the District's existing Administration Building and offices at 10 Pine Tree Road, Brunswick, Maine.

WHEREAS, the District desires to finance the Costs of such Project by issuing its sewer bond in the maximum aggregate amount of \$500,000 and to borrow such money through the State Revolving Loan Fund of the Maine Municipal Bond Bank (the "Bond Bank") (or such other fund or program administered by the Bond Bank and for which the Project is eligible);

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of the Brunswick Sewer District (the "Board") Assembled:

THAT: Pursuant to the District's Charter, Chapter 103 of the Private and Special Laws of 1981 and all amendments thereof and acts additional thereto, and all other authority thereto enabling, there is hereby authorized and approved the issuance of the bonds of the District and/or temporary notes in anticipation thereof in an aggregate principal amount not to exceed \$500,000, the proceeds of which shall be used to finance the Costs of the Projects above-described.

THAT: Each bond or note issued hereunder shall be signed by the Treasurer and the Chairman of the Board of Trustees, and shall be sealed with the seal of the District, attested to by its Clerk.

THAT: The bonds shall be dated as of such date, mature at such times (but not to exceed 40 years from the date of issuance) and in such amounts, bear interest at such rate or rates, and to be in such form and contain such terms and provisions as the Treasurer and the Chairman of the Board of Trustees may approve, such approval to be conclusively evidenced by their execution thereof.

THAT: The Treasurer be and hereby is authorized to provide that any of the bonds and notes hereinbefore authorized be made callable, with or without premium, prior to their stated date(s) of maturity,

THAT: The Treasurer, to the extent permitted and available under the Internal Revenue Code of 1986, as amended (the "Code") be and hereby is authorized to designate the bonds and notes hereinbefore authorized as qualified tax-exempt obligations for purposes of Section 265(b) of the Code.

THAT: The Treasurer and Chairman of the Board of Trustees are authorized, in the name of and on behalf of the District, to enter into a loan agreement with the Bond Bank in conjunction with the issuance of the bonds, in the aggregate principal amount not to exceed \$500,000, with a term not to exceed the term of the bonds, said loan agreement to be in the usual and ordinary form utilized by the Bond Bank in connection with the State Revolving Loan Fund (or such other fund or program administered by the Bond Bank and for which the Project is eligible) which is hereby approved, and to contain such other terms and provisions, not contrary to the general tenor hereof, as the Treasurer and Chairman of the Board of Trustees may approve, their approval to be conclusively evidenced by the execution thereof.

THAT: The Treasurer is authorized to borrow money in anticipation of said bonds by the issuance and sale of notes or renewal notes in anticipation thereof and to determine the date, form, interest rate, maturities (not to exceed 5 years from the date of issuance) and all other details of each issue of notes, including the form and manner of their sale and award, subject to the provisions of the law, the District's Charter and these Resolutions.

THAT: The bonds shall be transferable only on registration books of the District kept by the transfer agent, and said principal amount of the bonds of the same maturity (but not of other maturity) in the denomination approved by the Treasurer, upon surrender thereof at the principal office of the transfer agent, with a written instrument of transfer satisfactory to the transfer agent duly executed by the registered owner or his attorney duly authorized in writing. Upon each exchange or transfer of a bond the District and the transfer agent shall make a charge sufficient to cover any tax, fee or any other governmental charge required to be payable with respect to such exchange or transfer, and with respect to such exchange or transfer, and subsequent to the first exchange or transfer, the cost of preparing new bonds upon exchanges or transfer thereof to be paid by the person requesting the same;

THAT: The Treasurer and Chairman of the Board of Trustees from time to time shall execute such bonds as may be required to provide for exchanges or transfers of bonds as heretofore authorized, all such bonds to bear the signature of the Treasurer countersigned by the President of the Board of Trustees;

THAT: If the bonds and notes hereinbefore authorized are issued on a tax exempt basis, the Treasurer be and hereby is authorized to covenant and certify on behalf of the District that no part of the proceeds of the issue and sale of the bonds and notes hereinbefore authorized shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause such notes or bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended.

THAT: If the bonds and notes hereinbefore authorized are issued on a tax exempt basis, the officers executing such bonds and notes be and hereby are individually authorized to covenant and agree, on behalf of the District, for the benefit of the holders of the bonds or notes, that the District will file any required reports and take any other action that may be necessary to ensure that interest on the bonds or notes will remain exempt from federal income taxation, and that the District will refrain from any action that would cause interest on the bonds or notes to be subject to federal income taxation.

THAT: If the bonds and notes hereinbefore authorized are issued on a tax-exempt basis, the Treasurer be and hereby is authorized to designate the bonds and notes issued hereunder as qualified tax exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, to the extent permitted thereby.

THAT: The Treasurer be and hereby is authorized to covenant, certify and agree, on behalf of the District, for the benefit of the holders of such bonds, that the District will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to insure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met;

THAT: If any of the officers or officials of the District who have signed or sealed the bonds and notes hereinbefore authorized shall cease to be such officers or officials before the bonds or notes so signed and sealed shall have been actually authenticated or delivered by the District, such bonds or notes nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such bonds notes had not ceased to be such officer or official; and also any such bonds or notes may be signed and sealed on behalf of the District by those persons who, at the actual date of the execution of such bonds or notes, shall be the proper officers and officials of the District, although at the nominal date of such bonds or notes any such person shall not have been such officer or official.

THAT: The term “Cost” or “Costs” as used herein and applied to the Project, or any portion thereof, includes, but is not limited to (1) the purchase price or acquisition cost of all or any portion of the Project; (2) the cost of construction, building, alteration, enlargement, reconstruction, renovation, improvement, and equipping of the Project; (3) the cost of all appurtenances and other facilities either on, above, or under the ground which are used or usable in connection with the Project; (4) the cost of landscaping, site preparation and remodeling of any improvements or facilities used or usable in connection with the Project; (5) the cost of all labor, materials, building systems, machinery and equipment incurred with respect to the Project; (6) the cost of land, structures, real property interests, rights, easements, and franchises acquired in connection with the Project; (7) the cost of all utility extensions and site improvements and development relating to the Project; (8) the cost of planning, developing, preparation of specifications, surveys, engineering, feasibility studies, legal and other professional services associated with the Project; (9) the cost of environmental studies and assessments relating to the Project; (10) the cost of financing charges and issuance costs, including premiums for insurance, interest prior to and during construction, interest following completion of construction but not beyond 3 years from the issue date, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses relating to the financing transaction; and (11) the cost of all other financing authorized hereunder, whether related or unrelated to the foregoing.

THAT: The investment earnings on the proceeds of the bonds and notes hereinbefore authorized, if any, and the excess proceeds of such bonds and notes (including premium), if any, be and hereby are appropriated for any of the following purposes:

1. To any Costs of the Project;
2. If issued on a tax exempt basis, in accordance with applicable terms and provisions of the Arbitrage and the Use of Proceeds Certificate delivered in connection with the sale of the bonds or notes;
3. To pay interest on the bonds;
4. To the District's General Fund.

THAT: The Treasurer, Chairman of the Board of Trustees and Clerk and other proper officials of the District be, and hereby are authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all such financing documents, contracts, agreements, assignments, certificates and other documents as may be necessary or advisable, with the advice of counsel for the District, to carry out the provisions of the resolutions heretofore adopted at this meeting in connection with the Project, the issuance, execution, sale, and delivery by the District of the bonds and the

execution and delivery of the documents, including the entering into of a loan agreement or an interim loan agreement with the Bond Bank.

THAT: If the Treasurer, Chairman of the Board of Trustees or Clerk are for any reason unavailable to approve and execute the bonds and notes hereinbefore authorized, or any of the bond documents to be delivered with respect thereto, the person or persons then acting in any such capacity, whether as an assistant, a deputy, on an interim basis or otherwise, is authorized to act for such official with the same force and effect as if such person had herself performed such act.

THAT: The following resolutions required by Section C(4)(e) of the State of Maine Revolving Loan Fund Rules, Chapter 595, Department of Environmental Protection and Maine Municipal Bond Bank (the "SRF Regulations"), and governing the loan to be made to the District under the State Revolving Loan Fund Program be and hereby are adopted:

(1) that a Project Account shall be created for the Project which shall be separate from all other accounts of the District. If operating revenues are to be used to retire the debt, a sub-account will be established.

(2) that the Project Account shall be maintained in accordance with standards set forth by the Maine Municipal Bond Bank and in accordance with generally accepted government account standards.

(3) that a final accounting shall be made to the Bond Bank of the total cost of the project upon completion of the Project performance certification as set out in Section G(3) of the SRF Regulations and the District acknowledges that the Bond Bank reserves the right at its sole discretion to be provided with a cost certification of the Project as built.

(4) that an annual audit of the District, prepared by a certified public accountant or licensed public accountant be provided to the Bond Bank for the term of the loan.

(5) that the District shall maintain insurance coverage on the Project in an amount adequate to protect the Bond Bank's interest for the term of the loan with the Bond Bank named as loss payee.

(6) that the District will comply with any special conditions specified by the Department of Environmental Protection's environmental determination until all financial obligations to the State have been discharged.

(7) that the District certify to the Bond Bank that it has secured all permits, licenses and approvals necessary and that it has a dedicated source of revenue for repayment.

(8) that the District establish a rate, charge or assessment schedule in order to pay principal and interest. Such rate change or schedule shall provide total operations and debt service coverage at a level at which the coverage for the Bond Bank is sufficient.

(9) that the District demonstrate the ability to pay reasonably anticipated costs of operating and maintaining the financed Project.

(10) that the District abide by the SRF Regulations, as revised and amended and relevant State statutes of the State of Maine.

THAT: During the term any of the bonds are outstanding, the Treasurer be and hereby is authorized to issue and deliver refunding bonds to refund some or all of the bonds then outstanding, and to determine the date, form, interest rate, maturities (not to exceed 40 years from the date of issuance of the original bonds) and all other details of such refunding bonds, including the form and manner of their sale and award. The Treasurer be and hereby is further authorized to provide that any of such refunding bonds hereinbefore authorized be made callable, with or without premium, prior to their stated date(s) of maturity, and each refunding bond issued hereunder shall be signed by the Treasurer and the Chairman of the Board of Trustees, and shall be sealed with the seal of the District, attested to by its Clerk.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, TO ADOPT THE BOARD OF TRUSTEES RESOLUTION AUTHORIZING SEWER BONDS IN AN AMOUNT NOT TO EXCEED \$500,000.

Schedule Special Meeting Concerning Proposed Bond Issue

GM Blanchette noted to the Board the District Charter requires a public hearing and approval in the event the Trustees vote to authorize bonds or notes in excess of \$150,000. The Trustees are required to call a special meeting for the purpose of collecting testimony from the public concerning the purpose and the amount of debt authorized.

GM Blanchette would like to schedule the special meeting the same night as the regular May Trustees meeting and would be scheduled to open at 6:30 pm and close at 7:00 pm. The Board of Trustees present agreed with the scheduled time and the District will proceed with notifying the public of this meeting.

Personnel Policy Discussion: Mandatory Vacation Use

GM Blanchette noted as part of the financial Internal Controls procedure, Management would like certain staff positions be mandated to take a minimum amount of vacation each year. The goal for this meeting was only to suggest the concept to the Board and answer questions. If there is no objection, GM Blanchette will start to develop draft language for presentation at the next month's Board meeting.

The Trustees present agreed this would be a good policy to have in place and requested the District proceed in developing a presentation for the Board.

Personnel Policy Discussion: Domestic Partner Coverage (Health Insurance)

GM Blanchette noted several employees have requested that the District offer domestic partner coverage as part of the health insurance package. The goal for this meeting was only to suggest the concept to the Board and answer questions. If there is no objection, GM Blanchette will start to develop draft language for presentation at the next month's Board meeting.

The Trustees present agreed to have Management look at data and potential cost that would increase if this policy was in place, and present their finding to the Board at the next Board meeting.

Discussion: Credit Card Payment Acceptance Program

GM Blanchette noted the District would like to initiate a program where we can accept credit card payments from our customers. AGM Pontau and FM Caron have conducted research on the issue and have obtained proposals. The goal for this meeting was only to suggest the concept to the Board and answer questions. If there is no objection, GM Blanchette will start to develop draft language for presentation at the next month's Board meeting. He would like to implement this program within the next few months.

AGM Pontau noted TD Bank appears to be the best option. This would be set up as an online portal through the District's website, which carries no risk to us. Customers would be able to pay online, in person or call and pay over the phone. AGM Pontau noted about 15% of rate payers would prefer to pay by credit card.

The Trustees present agreed to have Management draft a presentation to the Board for the next meeting.

Finance Manager's Report

- Notice of Auditor Services Proposal: FM Caron noted RKO submitted a proposal for a three year contract. RKO has provided great service in the past and not a lot of Auditors provide services to government agencies. Trustee Boochever questioned if they would be doing another mid-year audit for the District. FM Caron noted the mid-year audit was completed due to a change in management positions and believes an internal review would be sufficient for 2012. She noted the full proposal from RKO will be provided to the Board at the next meeting.
- Staff Training: FM Caron noted Ms. Darcy Dutton and Ms. Lisa True will be attending classes on Excel later this week. Ms. Bonnie Shippen has been training in the Customer Service position as a continued effort in cross-training.

Assistant General Manager's Report

- Treatment Plant Evaluation update – Proposal Review Process: AGM Pontau noted interviews were completed and Wright-Pierce was chosen for the evaluation of the Treatment Plant. He noted Wright-Pierce has already started the evaluation and should have a draft report completed by October, 2012.

- Admin Building Renovation – Proposal Review Process: AGM Pontau noted five proposals were provided and three were chosen for the interview process. Ouellet Associates in Brunswick, Maine was chosen as the General Contractor/Construction Manager on the project. AGM Pontau noted there is no official contract at this time, although they are working with DEP and it has been a great partnership so far.
- Office Space Lease Option: AGM Pontau noted a lease will be signed for a temporary move of the Admin Staff during renovation, at the old NCIS building (Building #37) located at Brunswick Landing. The lease begins June 1, 2012 and construction should begin around July 1, 2012. AGM Pontau noted internal staff will do the moving. Chair Priest questioned if there would be room for the Board Meetings at the leased building. GM Blanchette noted there is no comfortable space for meetings at that location and other arrangements will need to be made.
- Line Replacement – Noble Street: AGM Pontau noted a 52 l.f. pipe replacement was completed along Noble Street in order to stub the new line out of the paving limits on Union Street where the water main replacement is happening.
- Line Replacement – Federal Street: AGM Pontau noted the Brunswick Water District is doing replacement work on Federal Street and the District is considering replacing the sewer lines at the same time. He also noted the piping is 13' deep and he is unsure if it will be cost effective to complete the work at this time.
- McMillian Drive I & I Removal Project Update: AGM Pontau distributed to the Board a draft letter for approval that will be sent to the residents of MacMillan Drive and Peary Drive regarding the I & I removal project and a proposed timeline for completion. Chair Priest noted that informing the homeowners that the purpose of this project is to determine the amount of water going to the plant for treatment that doesn't need to be treated.

General Manager's Report

- Employee Service Award – Jason Prout: GM Blanchette noted that Mr. Jason Prout has received an award for his 15 years of service with the Brunswick Sewer District. He is employed in the Treatment Division and Management has agreed Mr. Prout is an asset to the District.
- Course Completion – Jennifer Nicholson: GM Blanchette noted that Ms. Jennifer Nicholson completed the Dale Carnegie Course: Skills for Success. Ms. Nicholson is a Lab Technician in the Treatment Division. The District Management staff has agreed this course has made a great difference in Ms. Nicholson as a person and an employee. GM Blanchette also noted a letter was received noting Ms. Nicholson was one of the best students in the class.
- Board Vacancy Update: GM Blanchette noted Trustee Boochever's term has expired and she has chosen not to re-apply to the District's Board of Trustees. There have been no applicants received for the position at this time and Trustee Boochever has agreed to stay on until a replacement has been found.

Trustee Barbour noted there are several meetings for which he will be away but will continue to Skype in on the Board meetings as much as possible.

- Surplus Compost: GM Blanchette noted in negotiations with New England Organics, they will provide the District with 50 yards of compost at no charge. At this time the District has received 36 yards and would like to offer the remaining amount to the Staff and Board, and if there is any remaining, offer to the ratepayers. The Board approved to the distribution of the compost to any rate payers or staff members.

Schedule of Upcoming Meetings and Events

The upcoming meetings are as follows:

- | | | | |
|-------------------|---------|--------------|---------|
| • Trustee Special | Tuesday | 15 May 2012 | 6:30 pm |
| • Trustee Regular | Tuesday | 15 May 2012 | 7:00 pm |
| • Trustee Regular | Tuesday | 12 June 2012 | 8:00 am |

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 BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADJOURN THE BOARD OF TRUSTEES MEETING AT 8:47 PM.

Attest: _____

Emily Boochever
Clerk, Board of Trustees