

BRUNSWICK SEWER DISTRICT
Board of Trustees Special Meeting
22 June 2012

Approved Minutes

Call to Order

The special meeting of the Board of Trustees of the Brunswick Sewer District was called to order by General Manager Blanchette at 8:13 am on Friday, 22 June 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 Schwindt

Others present: General Manager (GM) Blanchette, Assistant General Manager (AGM) Pontau, Mrs. Bonnie Shippen (Minutes) and Mr. Michael Ouellet from Ouellet Associates, Inc.

Meeting Advertisement

The meeting was advertised in the Thursday 21 May 2012, edition of the *Times Record*.

Public Comment

There was no public comment.

Discussion of Cost and Scope of Work for Administrative Building Renovation Project

Mr. Ouellet distributed to the Board the Spreadsheet Report of the Admin Office renovation project representing cost estimates based on a 50% design completion.

Chair Priest requested Mr. Ouellet breakdown the spreadsheet for the Board.

Mr. Ouellet explained the spreadsheet represents a snapshot of where the renovation process is currently at and the estimate of cost to complete the final project. Mr. Ouellet also noted the attached drawings that represent the floor plan, roof structure, exterior elevations, wall sections, doors, ceiling, interior elevations, plumbing notes, mechanical notes, electrical, fixtures and power plans.

GM Blanchette distributed to the board a breakdown and the amount spent in 1990 to purchase and renovate the current Admin Building. At that time the purchase price was \$295,000 and renovations totaled \$103,406 for a total price of \$398,406. He also presented a list of items that would need repair or replacement within the next 1-2 and 3-5 years if the Admin building did not go forward with the current planned renovation. The items listed needing repair or replacement within 1-5 years totaled an estimated \$253,800. Mr. Ouellet noted he would estimate an additional \$100,000 above that amount with current cost. It was the opinion of Mr. Ouellet that if minor spot repairs were completed at this time, full replacement of the building in the near future will be inevitable.

Trustee Green noted he understood the cost involved with the mechanical and electrical portion of the renovation, but he believed keeping the interior and exterior design of

the building as it is would be more cost effective. Mr. Ouellet explained that the items such as the siding and roofing materials were chosen for life span of the product, not necessarily for its appearance. He noted the pitched roof has been brought down in size and the front gable entry can be adjusted. Mr. Ouellet explained the installation of LED lighting was for longevity and the ability to dim the lighting therefore making it better working conditions for the employees.

Chair Priest questioned the reasoning behind keeping the vault. GM Blanchette noted it was intended to be a secure, fire-safe place to store all paper files and confidential records. Since the installment of the vault, computer servers have been installed for back up information and the necessity of storing paper is minimal. The cost to remove the vault was higher than expected; therefore it was decided to work the renovation around the vault. GM Blanchette believes a fire-proof locked cabinet would be sufficient to store Board Meeting books and other important records.

After much discussion between the Board, Mr. Ouellet and Management, it was decided to demolish the Admin building, redesign the layout without the vault, and build a new Admin building on the current slab at a cost not to exceed \$975,000.

GM Blanchette noted that the Board had previously voted on a \$500,000 bond for the renovation. He noted with the final costs in place the Board would need a motion to fund the remaining costs.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE SCHWINDT, AND VOTED WITH THREE IN FAVOR AND TRUSTEE GREEN OPPOSED TO DEMOLISHING THE CURRENT ADMIN BUILDING AND REBUILD A NEW BUILDING FROM THE SLAB UP WITH A COST NOT TO EXCEED \$975,000, TO BE FUNDED WITH \$500,000 FROM THE CURRENT APPROVED BOND AND THE REMAINING \$475,000 THROUGH THE CURRENT RESERVE FUND.

Schedule of Upcoming Meetings and Events

The upcoming meeting is as follows:

- Trustee Regular Tuesday 17 July 2012 8:00 am
- Trustee Regular Tuesday 14 August 2012 8:00 am

Remarks from the Chair

Chair Priest thanked the Trustees present, GM Blanchette, AGM Pontau, Mrs. Bonnie Shippen and Mr. Mike Ouellet for their time.

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 BOARD OF TRUSTEES SPECIAL MEETING AT 9:20 AM.

Attest: _____

David N. Barbour
Assistant Treasurer, Board of Trustees