

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**20 July 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 8:11 am on Friday, 20 July 2012, in the conference room at Building #27, 8 Ventura Boulevard, Brunswick Landing, Brunswick, Maine. A prepared agenda was noted and the meeting was recorded.

Members present: Chair Priest, Trustees Green and Barbour.

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

Absent: Finance Manager (FM) Caron

**Moment of Silence**

GM Blanchette noted the passing of Trustee Peter F. Schwindt and distributed to the Board the Obituary and Memorial Service announcements published in the *Times Record*. He also attached a copy of a sympathy card the District received from former General Manager McVey.

Chair Priest requested the Board stand for a moment of silence in memory of Trustee Peter F. Schwindt.

**Meeting Advertisement**

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

**Public Comment**

GM Blanchette noted Mr. Sargent of 34 Weymouth Street called AGM Pontau to commend the Brunswick Sewer District and staff for the great job done on the sewer line repair on Weymouth Street. The email AGM Pontau sent to Supervisor Wes Wharff in Collection / Pumping was distributed to the Board.

**Minutes of Previous Meeting**

The Trustees reviewed the minutes of the 12 June 2012 Regular Board meeting.

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, TO ACCEPT THE MINUTES OF THE 12 JUNE 2012 REGULAR MEETING OF THE BOARD OF TRUSTEES, WITH MINOR CHANGES NOTED.*

The Trustees reviewed the minutes of the 22 June 2012 Special Board Meeting.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, TO ACCEPT THE MINUTES OF THE 22 JUNE 2012 SPECIAL MEETING OF THE BOARD OF TRUSTEES, WITH MINOR CHANGES NOTED.*

### **Treasurer's Report**

Financial: Trustee Green noted that the District's billing revenue was ahead of budgeted, and that non-billing revenue was on target for budgeted amounts. Overall, the revenue is ahead by \$62,000 at the end of June.

Trustee Green noted the District's non operating expenditures are less than what was expected at this time of year. He noted this will catch up once capital improvements proceed.

Receivables: Trustee Green noted receivables are higher than usual, although it is not a major significance. Liens continue to be steady at \$700 for the month of June and Trustee Green noted that this is attributed to the work Ms. True does for the District.

Forecasted vs. Actual Revenue: Trustee Green noted that residential revenue was below the budget's forecast, and commercial revenue was above the forecast. Brunswick Landing is approximately \$6,000 above forecasted. Topsham Sewer District is approximately \$30,600 above forecasted. Catch basins are approximately \$275 above projection and septage revenue is above projection by approximately \$2,500. AGM Pontau noted there are currently three companies hauling septage to the District.

Trustee Green noted Operations, Maintenance, and General Expenses are at approximately 52%. AGM Pontau noted the increase in Maintenance of Lines is the result of major emergency repairs completed on Weymouth and Everett Streets that were not budgeted. AGM Pontau noted they have not had any other emergency repairs.

Chair Priest questioned the line item of temporary help and if the Treatment Plant had hired an intern for the summer. AGM Pontau noted that they chose to use the funds budgeted for the intern to fund the position in Admin for Ms. Shippen.

Capital Budget & Expenditure Report: GM Blanchette noted the change in the Admin Building budget increasing to \$975,000, which \$500,000 will come from the Bond Bank and \$475,000 from the capital reserve account. AGM Pontau noted the new one-ton truck has been ordered and should be here next month. Regarding the Treatment Plant capital projects, the consultant has been selected but the Arc Flash study has not begun yet, the Chlorine Tank Catwalk is on schedule for August, and a forklift has been purchased and will be picked up next week. AGM Pontau also noted the Treatment Plant Evaluation is on target and within budget. The evaluation should be completed in September.

AGM Pontau noted that instead of hiring an outside contractor to do sewer line spot-lining, a trailer has been outfitted to allow completion of the work by District employees. He believes this will bring line repairs in under budget. AGM Pontau credited Mr. Wharff and Mr. Temple for suggesting District employees do the work.

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 items of NEIWPCC, Ted Berry Co., Moncure and Barnicle, and Tribridge. GM Blanchette explained NEIWPCC was for a math class for two employees; Ted Berry Co. was for spot lining repairs on Maine Street; and Moncure and Barnicle was for questions regarding billing of roof drains and the District's responsibility of reimbursements; Tribridge was for consulting services agreement for the District's accounting software.

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

AGM Pontau reported that the total flow to the treatment plant for June 2012 was 107.7 MG, up approximately 39% from the previous month and up 38% from this time last year. Flows of 16.2 MG and 8.1 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 3.4 MG, or 88% of that allowed by permit. Maximum daily flow processed was 8.5 MG, on 04 June 2012. Precipitation for the month totaled 9.28", with a daily maximum of 4.88" on 03 June 2012.

Septage receiving for the period totaled 170,500 GAL, down approximately 5% from the previous month. Removal rates for BOD and TSS for the period were 92.5% and 90.6%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 146 CY of sludge was produced. All the plant systems were working at capacity during the stormy days, but there were no bypasses or spills, and all flow to the plant received full treatment.

### **Status Report on Administrative Office Building Renovation Project**

AGM Pontau reported that the building was scheduled for demolition on Monday, July 23<sup>rd</sup>. He noted all power had been shut off and everything had been removed from the inside of the building. During interior demolition the building was found to have asbestos in two areas, which slowed down the process.

The Board was provided with the revised floor plan based on the decision to demo the Admin building.

GM Blanchette requested authorization to remove the six pine trees bordering the admin office parking lot. The trees are now large enough to pose a hazard to staff and vehicles during storm events, and the limbs now extend over the vehicles dumping pine needles and sap on to the vehicles. Last year staff had to remove some of the limbs in order for delivery trucks to reach the office. GM Blanchette also noted that in the winter the pine trees cast large shadows over the pavement requiring the use of more sand and salt for snow and ice removal. GM Blanchette noted that smaller, leaf bearing trees will be replanted in place of the pines. A formal landscape design will be completed prior to any re-planting. The Board agreed to the removal of the trees and AGM Pontau noted they would start removal immediately.

### **2013 Operations Budget**

GM Blanchette noted to the Board that Management has started the budget process and reminded the Board that the annual budget meeting has been moved from November to October, with the budget adoption being scheduled for the November Board meeting.

### **Employee Service Awards**

GM Blanchette noted to the Board that two employees have reached the 5-year mark and one employee has reached the 10-year mark. He noted Dan Munsey from Treatment and Jim Sonia from Collection / Pumping have completed 5-years of service and Tom Mason from Treatment Division has completed 10-years of service.

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

FM Caron had no report to the Board.

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

- Treatment Plant Evaluation update: AGM Pontau noted the treatment plant evaluation is approximately 60% complete. He has been getting draft memos and the project is on schedule and is planning to meet in August.
- MacMillian Drive I&I Removal Project Update: AGM Pontau noted approximately 30- 40 households have been examined and have found 6 sump pumps, which is about half of what he had expected to find. He noted the next step is to camera the lines to see if roof and foundation drains are connected directly to the house sewer line, which is scheduled for the following week. AGM Pontau noted if all 90 homes need to be looked at the cost will be approximately \$13,000. Currently, with what they have found for sump pumps in the homes they have been in, he believes they may need to look elsewhere for the source of the problem. Employees will start doing an evening walk through next week to inspect the homes of people that are not available during the day.
- Capehart Sewer System Upgrade: AGM Pontau noted this is property owned by George Schott. AGM Pontau believes eventually the District will be taking over the sewer lines so it was decided for the District to help camera and flush the lines. Any work beyond initial inspection is billed to George Schott. They have found a few minor problems, but noted the main lines are in very good shape. They found a lot of services that are a problem, but the District will not be taking over that portion. He noted manholes are still in great shape and there is no need to replace them, although some covers will be replaced.

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

- Board Vacancy Update: GM Blanchette noted with the passing of Trustee Peter Schwindt, there are currently two openings on the Board. GM Blanchette has notified the Town and he believes they have received two applications.
- Vacation Schedule: GM Blanchette noted to the Board he will be on vacation the following week and would be available if he was needed.

- Strategic Plan Update: GM Blanchette believes that there needs to be a strategic plan for all facilities in place. There has been some work done to outline the components of the plan. He is currently working on the succession plan component to chart employees based on the 25-year retirement plan. He would like to have a preliminary draft of the strategic plan completed by the first of 2013.

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

The upcoming meetings are as follows:

- |                   |         |                   |         |
|-------------------|---------|-------------------|---------|
| • Trustee Regular | Tuesday | 14 August 2012    | 8:00 am |
| • Trustee Regular | Tuesday | 18 September 2012 | 7:00 pm |
| • Trustee Regular | Tuesday | 16 October 2012   | 7:00 pm |

### **Remarks from the Chair**

Chair Priest thanked the Trustees present, GM Blanchette, AGM Pontau, 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 9:30 AM.*

Attest: \_\_\_\_\_  
David N. Barbour  
Assistant Treasurer, Board of Trustees