

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
14 August 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 8:00 am on Tuesday, 14 August 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, Mrs. Bonnie Shippen (Minutes), and Mr. Thomas Farrell, Director, Brunswick Parks and Recreation

Absent: Finance Manager (FM) Caron

Meeting Advertisement

The meeting was advertised in the Friday, 10 August 2012, edition of the *Times Record*.

Public Comment

There was no public comment at this time.

Minutes of Previous Meeting

The Trustees reviewed the minutes of the 20 July 2012 Regular Board meeting.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (3-0), TO ACCEPT THE MINUTES OF THE 20 JULY 2012 REGULAR MEETING OF THE BOARD OF TRUSTEES, WITH MINOR CHANGES NOTED.

Lishness Field Ice Rink Improvements

GM Blanchette introduced Mr. Thomas Farrell, Director of Brunswick Parks and Recreation and noted he was here to discuss improvements being planned for the Lishness Field Ice Rink, which is on District property. He noted this was only for introduction and no action is required at this time.

Mr. Farrell noted his appreciation to the District for use of the land that the ice rink and ball field reside on. He noted to the Board that Midcoast Youth Hockey would like to make improvements to the ice rink, and as owners of the property, approval from the District

Board of Trustees is necessary before presenting the proposal to the Brunswick Town Council.

Mr. Farrell noted potential improvements to be completed this fall are:

- Skate tying area: A low walkway with benches along south side of rink. Currently there is no area other than the parking lot to put on skates.
- Convert large opening to a large door: This will keep pucks and skaters in the rink and protect cars and spectators in the parking area.
- Add a chain link fence above end boards: This will extend approximately 4 feet above the end boards to keep pucks in the rink and protect cars and spectators.
- Storage: a small movable shed to be added for storage of equipment (shovels, nets, cones, etc.)
- Mr. Farrell also noted they are researching the possibility of purchasing a new ice surfacing machine at a later date.

The Board members discussed the improvements and Mr. Farrell noted that the improvements will not affect any neighboring properties or encroachments. Trustee Barbour suggested the use of Plexiglas® in place of a chain link fence above the end boards. He believes this would last longer and prevent injuries better than a chain. Mr. Farrell appreciated the input and would look into this as a possibility. The Board made comments on the changes and agreed to seek final approval at the next meeting.

Mr. Farrell departed the meeting at 8:25 am.

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. Overall, the revenue is ahead by \$77,000 at the end of July.

GM Blanchette noted to the Board that the developer that purchased McKeen Street Housing is in the process of metering all the homes. As a result, Accounts Specialist Darcy Dutton is in the process of setting up some 250 new accounts.

GM Blanchette noted that the District has not received a formal written request for takeover. He is waiting for all the improvements to be completed and inspected by the District, the Town to take over the roads, and all easements to the District to be completed, before bringing the formal request to the Board. He also noted that this will convert commercial flow to residential flow for this area.

Trustee Green noted the District's revenue vs. expenditures of (\$19,000) is deceiving due to construction and will catch up as 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 July and Trustee Green noted that this is attributed to the work Accounts Specialist Lisa True does for the District.

Forecasted vs. Actual Revenue: Trustee Green noted that residential revenue was below forecasted, and commercial revenue was above forecasted. Brunswick Landing is approximately \$16,300 above forecasted. Topsham Sewer District is approximately \$43,300

above forecasted. Catch basins are approximately \$100 above projection and septage revenue is above projection by approximately \$250. GM Blanchette noted that one of the factors for the higher commercial revenue is that the Water District has been changing out their meters for the larger accounts and the new meters are recording higher usage.

Capital Budget & Expenditure Report: AGM Pontau noted the Treatment Plant Evaluation is on target and within budget. He also noted the new one-ton truck has arrived in Portland but the body of the truck will not be in for approximately 2 weeks. GM Blanchette noted MRRRA is doing an auction of equipment left behind from the Navy and he is looking at a few items.

Trustee Green noted over all the budget appears to be in good shape with just under 42% of the budget remaining. GM Blanchette noted there have been two developments that have helped increase the revenue for entrance charges.

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, and all voided checks were accounted for.

Trustee Barbour questioned the line item of Servpro, which AGM Pontau explained was for cleaning services due to a back-up in a rate-payer's basement created by a main line plug. Though the back-up was not entirely the District's fault AGM Pontau chose to pay for the cleanup to maintain good public relations.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for July 2012 was 62.8 MG, down approximately 42% from the previous month and up 15% from this time last year. Flows of 8.6.2 MG and 4.8 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 2.4 MG, on 03 July 2012. Precipitation for the month totaled 2.47", with a daily maximum of 1.01" on 16 July 2012.

Septage receiving for the period totaled 184,000 GAL, up approximately 8% from the previous month. Removal rates for BOD and TSS for the period were 95.9% and 94.5%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 202 CY of sludge was produced. All the plant systems were working and there were no bypasses or spills, and all flow to the plant received full treatment.

Employee Service Awards – August 2012

AGM Pontau noted to the Board that two employees have received service awards. Operator Aaron Temple with the Collection and Pumping Division has received his 5-year Service Award and GM Blanchette has received his 25-year Service Award.

Status Report on Administrative Office Building Renovation Project

AGM Pontau noted that trees around the property were removed while the demolition of the building was being done. At this time the District is waiting on the final construction

plans and anticipating work being starting within the next week. Trustee Barbour suggested putting up a web cam to view daily progress. AGM Pontau will look into having one installed. AGM Pontau noted they are still pushing for an end of year completion but will know more when final contracts are completed.

First Report of Credit Card Payment Acceptance Program

AGM Pontau distributed to the Board a copy of the payment confirmation report the District receives from Authorize.Net when a customer pays by the credit card through the web site. He also noted that the first payment was received before the District advertised the acceptance of credit card payments. Notices will be put on the next billing cycle and AGM Pontau believes more customers will be using this benefit.

MARRA Surplus Property

GM Blanchette noted the Midcoast Regional Redevelopment Authority is conducting its first on-line surplus property auction. GM Blanchette distributed a photo of a jet-truck that the District will be placing a bid on. There was also an interest in a power lift, which was removed from the bid list.

Board Vacancy Update

GM Blanchette noted that there is only one applicant for the Board position who has been interviewed. We are awaiting Town Council action at its September meeting. GM Blanchette noted he had contacted an individual who had expressed an interest, but had not heard anything further.

Finance Manager's Report

FM Caron had no report at this time to the Board.

Assistant General Manager's Report

- Treatment Plant Evaluation update: AGM Pontau noted the treatment plant evaluation is approximately 72% complete. Staff has been meeting with Wright-Pierce daily going over approximately 80 pages of technical information and recommendations.
- Natural Gas Price Options: AGM Pontau noted that the month of August is the enrollment period to lock into a fixed price for Maine Natural Gas. He distributed a graph titled "Maine Natural Gas Historical Pricing Option Comparison of Fixed and Indexed Pricing". The graph shows that Index pricing is usually at a lower cost and for this reason the District has opted to go with Index pricing and not lock into the Fixed Price option.
- College Street Planning: AGM Pontau noted the Town of Brunswick will be doing a reconstruction of College Street next year. The Water District and Sewer District will be working with the Town as a team on this project.

- MacMillian Drive I&I Removal Project Update: AGM Pontau noted that the District was able to get into a few more homes and have found no more sump pumps. Ted Berry has also been running the camera through the sewer lines and although he has not found sump pumps, he is finding other problems. AGM Pontau noted he hoped to have a full report within a couple of months.

General Manager's Report

- Load Response Program-Pump Station: GM Blanchette noted ISO-New England during peak times requests the District go off the grid and run our generator at the Treatment plant, they in-turn pay the District for this service. GM Blanchette spoke with Constellation Energy and noted the District had six other pump stations with generators that the District would be willing to take off line also. He explained the District will pay for special meters to be installed and Constellation Energy has offered a new contract that includes the six pump stations. This program has the potential to bring in approximately \$52,900 over a 5-year period.
- E. Boochever Plaque: GM Blanchette presented to the Board the wording that will be placed on a plaque for former Trustee Emily Boochever. He noted this will be ready for presentation at next month's meeting.
- EPA Laboratory Quality Assurance (DMR-QA31): GM Blanchette noted that ERA does wastewater quality testing and all of the reports have come back at acceptable levels, which is the highest approval rating that can be received. GM Blanchette praised Ms. Nicholson for her work in the Lab and achieving the acceptable ratings.

Schedule of Upcoming Meetings and Events

The upcoming meetings are as follows:

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| · Trustee Regular | Tuesday | 18 September 2012 | 7:00 pm |
| · Trustee Regular | Tuesday | 16 October 2012 | 7:00 pm |
| · Annual Budget | Tuesday | 30 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 9:37AM.

Attest: _____

David N. Barbour

Assistant Treasurer, Board of Trustees