

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
18 September 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 7:20 pm on Tuesday, 18 September 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, Barbour and Sartoris.

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

Meeting Advertisement

The meeting was advertised in the Friday, 07 September 2012, edition of the *Times Record*.

Welcome and Introduction of Trustee Sartoris

Chair Priest introduced and welcomed Ms. Jackie Sartoris as a new member to the Board of Trustees.

Election of Officers

GM Blanchette noted at the first meeting of the Board of Trustees following the appointment of a new Trustee, the Board shall elect a Chairman, Vice-Chairman, Clerk, Treasurer, and Assistant Treasurer.

Officers were elected as follows: Trustee Priest as Chair; Trustee Sartoris as Vice-Chair; Trustee Barbour as Clerk; and Trustee Green as Treasurer. GM Blanchette noted when the fifth member of the Board is seated the Board will again go through this process.

IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, (4-0) TO ACCEPT THE ELECTED OFFICERS AS FOLLOWS: CHAIR PRIEST, VICE-CHAIR SARTORIS, CLERK BARBOUR AND TREASURER GREEN.

Public Comment

GM Blanchette noted a letter he received from Mr. Lance Lemieux, Loss Control Consultant for The Maine Municipal Association. Mr. Lemieux praised Mr. Greg Thulen for

his efforts setting up the forklift training session, and the Operations staff for their level of participation in the training session.

GM Blanchette distributed a copy of a letter to the editor that appeared in the Times Record regarding the administrative office building project. GM Blanchette noted the enclosed response to the letter, along with a cover letter to Ms. Hanson transmitting the response. He noted there has been no response from Ms. Hanson or the public at this time.

Minutes of Previous Meeting

The Trustees reviewed the minutes of the 14 August 2012 Regular Board meeting.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, (4-0) TO ACCEPT THE MINUTES OF THE 14 AUGUST 2012 REGULAR 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 close to targeted budget amounts. Overall, the revenue is ahead by \$89,000 at the end of August.

Trustee Green noted the District's non operating expenditures are less than what was expected at this time. He noted next month's report will show a substantial increase in expenditures due to payments of budgeted Capital items.

Receivables: Trustee Green noted receivables are high but believes it is due to the billing cycle. Liens continue to be steady at \$700 for the month of August. In response to a question, GM Blanchette noted he was unsure if the lien amount was from several customers or just one. He noted he would check with FM Caron and let the Board know.

Forecasted vs. Actual Revenue: Trustee Green noted that residential revenue was below forecasted, and commercial revenue was above forecasted. Brunswick Landing is approximately \$19,900 above forecasted. Topsham Sewer District is approximately \$51,391 above forecasted. Catch basins are approximately \$144 above projection and septage revenue is below projection by approximately \$2,500. GM Blanchette reported the Water District has been upgrading its flow meters and this has shown an increase in flow, which then reflects an increase in Commercial Revenue. He also noted Brunswick Landing has been doing flow monitoring, but has been unable to pin point the source of the problem.

Trustee Green noted Operations, Maintenance, and General Expenses are on target at approximately 35% of the budget remaining. 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.

Capital Budget & Expenditure Report: AGM Pontau noted the Catwalk for the Chlorine Contact Tank has arrived and is in the process of being installed. He also noted the Arc Flash study is in progress and the new one-ton truck has arrived in Portland ready for delivery. The forklift has been purchased and training has been completed. AGM Pontau

noted the Admin Building is in progress and he is pleased with the work so far and the Treatment Plant Evaluation is complete and should be receiving the final invoice soon. He noted that Richards Drive will require further discussion and possibly moved to unbudgeted I & I.

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 Bartlett & Brillon LLC and Harry C Crooker & Sons Inc. AGM Pontau noted Bartlett & Billon LLC was for an unanticipated replacement of a pump for the disinfection system. Harry C Crooker & Sons Inc was for hot top and reclaim blend to repair the road from the sewer line collapse.

GM Blanchette noted all voided checks are kept and filed in a locked file drawer.

Commitments: 01 October through 31 December 2012

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY CHAIR PRIEST, AND VOTED BY THE TRUSTEES PRESENT, WITH TREASURER GREEN ABSTAINING, TO COMMIT TO THE TREASURER FOR COLLECTION RATES FOR THE PERIOD 01 OCTOBER 2012 THROUGH 31 DECEMBER 2012, IN ACCORDANCE WITH THE PROVISIONS OF THE DISTRICT CHARTER, BY-LAWS, RULES AND REGULATIONS, AND SCHEDULE OF RATES, AS COMPUTED AND SET FORTH IN THE ACCOUNTS ON FILE AT THE OFFICES OF THE BRUNSWICK SEWER DISTRICT.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for August 2012 was 52.0 MG, down approximately 17% from the previous month and up 2% from this time last year. Flows of 7.9 MG and 3.3 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.6 MG, or 44% of that allowed by permit. Maximum daily flow processed was 2.4 MG, on 07 August 2012. Precipitation for the month totaled 3.23", with a daily maximum of 1.03" on 16 August 2012.

Septage receiving for the period totaled 172,300 GAL, down approximately 6% from the previous month. Removal rates for BOD and TSS for the period were 96.3% and 95.4%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 144 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.

AGM Pontau noted that the chemical usage has been reduced by about 30% and the staff has been working together to keep the cost down.

Lishness Field Ice Rink Improvements

GM Blanchette distributed to the Board a draft proposal Mr. Thomas Farrell, Director, Brunswick Parks and Recreation, submitted to the Parks and Recreation Department for approval regarding Lishness Field Ice Rink Improvements. He noted the

Brunswick Town Council has voted to accept the funds from Midcoast Youth Hockey and the improvements are now contingent on the District's approval.

Trustee Barbour noted he recommends Plexiglas be used above the end boards in place of a chain link fence as noted in Item #3 of the Proposed Improvements. GM Blanchette noted he will compose a letter with the suggested changes.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREENAND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, (4-0) TO AUTHORIZE THE PARKS AND RECREATION DEPARTMENT TO APPROVE AND ALLOW IMPLEMENTATION OF THE LISHNESS FIELD ICE RINK IMPROVEMENTS AS PROPOSED BY THE MIDCOAST YOUTH HOCKEY.

Introduction of Surcharge Rate Development

GM Blanchette noted the following regulation:

“Where the strength or characteristics of wastewater accepted into the public sewer exceeds limits set by the Trustees, a surcharge shall be added to the normal user charges. Surcharge rates for suspended solids and BOD shall be applied in accordance with the Schedule of Rates currently in effect, when their average concentration exceeds the ... limits: (limits noted)... The Trustees may adjust these limits, and set limits for other wastewater characteristics as necessary.” BSD Rules & Regulations, Article III, Sec. 6. Surcharges

GM Blanchette explained to the Board that while the District has this regulation, a surcharge rate(s) is not in place. He noted the District has been informed of the possibility of two new users that will have discharges of such strength that it may require the application of a surcharge rate(s), even with a requirement for the dischargers to pre-treat. GM Blanchette noted the process has started to develop a surcharge rate or rates to have in-place prior to, or shortly thereafter, the discharges occur. Should neither of the developments occur, the District should still develop the surcharge rate(s) in preparation of future development.

The Board questioned the limits before the surcharge would become effective. AGM Pontau noted that anything over 500 mg/L (milligrams per liter) would have to be pre-treated per the District Charter. Trustee Green questioned the basis for the Entrance Charge for new customers. GM Blanchette noted the 3-year average usage of the previous property owner is used as a basis. If the new owner exceeds that amount, the exceedance creates the basis for an entrance charge.

Presentation of Entrance Charge Option

AGM Pontau presented a proposal to amend the Entrance Charge policy to allow the option of waiving or abating the entrance charge (on a pro rata basis) if the permittee is proposing to also remove inflow amounts that may be less, equal to, or greater than the new flow being introduced that is subject to the entrance charge.

AGM Pontau noted that in the search for the I & I problem in the area of MacMillian Drive, approximately 75% of the homes have been entered and 10 sump pumps have been found. He had hoped to find more than 40 to explain the problem. AGM Pontau noted the District has sent a camera through the sewer lines and only found one (1) roof drain, but also

found most of the house service lines are in disrepair allowing groundwater to infiltrate into the lines.

AGM Pontau noted the homeowner at 17 Barrows Drive, which is the same neighborhood as MacMillan Drive, is adding an in-law apartment. As this is new flow it is subject to an Entrance Charge. He noted that this home had a roof drain going into the sewer lines that the homeowner recently removed at his own cost. AGM Pontau noted if the customer is willing to pay to remove the roof drain, can the District help them by waiving the Entrance Charge fee? He would like to look into a forgiveness program for customers that remove drains at their own expense.

AGM Pontau also noted he would like to remove the 6 sump pumps found on McMillan Drive at a cost of approximately \$3,000 each and watch the flow levels. He believes the Entrance Charge fees can be used to pay for I & I removal costs.

GM Blanchette noted this was an introduction for discussion and consideration. No action is required at this time. Staff will develop draft policy language for Board consideration.

Board Vacancy Update

GM Blanchette noted an individual has submitted an application to the Town Clerk regarding the remaining vacancy on the Board. He believed the applicant would be interviewing with the Town Council's Appointments Committee on Wednesday, 19 September 2012.

Finance Manager's Report

AGM Pontau reported on behalf of FM Caron.

- August Credit Card Payments: AGM Pontau noted that the credit card payment system is up and running. He noted they received 21 payments in August netting \$2,000 and 34 payments so far in September netting \$3,400. AGM Pontau noted the results of the survey showed approximately 60 customers would use the credit card system, and he is pleased to see that the system is being used.
- Year-end Audit: AGM Pontau noted FM Caron is in the progress of updating the fixed assets and cleaning up the many pages of assets listed.
- Employee Probation: AGM Pontau noted that Mrs. Bonnie Shippen with the Administrative staff has completed her 6 month probation and FM Caron was pleased with her work.

Assistant General Manager's Report

- Update on Administrative Office Building Project: AGM Pontau noted that the new Admin Building roof, walls and water shield are already up and ready for interior framing to begin this week. He noted the project is moving quickly and efficiently. AGM Pontau was given an estimated time of completion in January, although the contract allows until 15 February 2013 for completion.
- Treatment Plant Evaluation update: AGM Pontau noted the treatment plant evaluation is in the final stages of review and is awaiting the final report in early

October. He noted the contract was modified to have a depth survey done of the Androscoggin River with DEP, which is relevant in determining a dilution factor for the future, and it is not looking very good. AGM Pontau is waiting to hear from DEP on further results. Trustee Sartoris requested a further explanation of the dilution factor. AGM Pontau explained this is a calculation used by DEP to develop our allowable discharge limits granted in our DEP discharge permit. The DEP has a new calculation for dilution that would automatically put the District's permits as non-compliant. GM Blanchette noted the problem is the Androscoggin River is only 8 feet at the deepest point and mostly 2-3 feet deep in most areas. AGM Pontau noted that the District may have to seek a permit exemption from the DEP. He also noted that Wright Pierce is working on this issue.

Trustee Sartoris left the meeting at 8:40 pm.

- Spot Lining: AGM Pontau presented to the Board an example of the spot lining pipe repair work that the Operations Division is working on. He noted they have been doing 2-3 feet at a time and have budgeted for spot lining on approximately 30 lines. AGM Pontau noted he is pleased with the staff for coming up with the idea and they have spent approximately \$20,000 out of the \$80,000 budgeted for Line Maintenance.

Freedom of Access Act (FOAA) Program (Introduction to changes) and Presentation of Draft FOAA Policy

GM Blanchette noted to the Board that amendments to the State of Maine's Freedom of Access Act became effective 30 August 2012. He distributed to the Board a list of changes that the District will be implementing and developing documents to record the receipt and fulfillment (or denial) of all requests. GM Blanchette also noted several suggested actions not necessarily required by the Act, but may be good business practice. GM Blanchette distributed a draft policy for consideration that describes the District's process and procedures for meeting the FOAA requirements.

General Manager's Report

- Homeland Security Workshop: GM Blanchette noted a Homeland Security Workshop he attended called "The Active Shooter." He noted this conference was attended by approximately 250 people to learn about this form of workplace violence. Any person bringing a firearm into the workplace with the intent to injure or kill is considered an 'active shooter'. GM Blanchette explained OSHA requires employers to include this possibility into their Workplace Violence Standard. He will be looking into developing a standard for the District.
- Emily Boochever Plaque: GM Blanchette noted he conversed with former Trustee Ms. Boochever and she will be attending the 16 October 2012 Board meeting for presentation of her service award plaque. He will check to see if she will be available for the meeting now rescheduled to 18 October.
- MRRA Update: GM Blanchette noted MRRA has filed a subdivision plan with the Town to divide the existing property into individual lots. During its discussion with

the Planning Department, MRRA noted its intention to retain ownership of the sanitary sewer system serving Brunswick Landing.

- GM Performance Evaluation: GM Blanchette noted to the Board that his contract states, “Not later than two months preceding expiration of the term, the Employer’s Board of Trustees shall meet and conduct a performance evaluation of the Employee.” GM Blanchette noted he would distribute to the Board the review forms and his updated ‘Vision Statement’ accomplishment report.
- Vacation Schedule: GM Blanchette noted to the Board he will be on vacation the first week of October.

Schedule of Upcoming Meetings and Events

The upcoming meetings are as follows:

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| · Trustee Regular | Thursday | 18 October 2012 | 7:00 pm |
| · Annual Budget | Thursday | 01 November 2012 | 7:00 pm |
| · Trustee Regular | Thursday | 15 November 2012 | 7:00 pm |
| · Trustee Regular | Thursday | 13 December 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 (3-0) TO ADJOURN THE BOARD OF TRUSTEES MEETING AT 8:58 PM.

Attest: _____
David N. Barbour
Clerk, Board of Trustees