

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**18 October 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 7:08 pm on Thursday, 18 October 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). Also present former Trustee Boochever and her husband Mr. Bill Dana.

Absent: Trustee Sartoris and Finance Manager (FM) Caron

**Meeting Advertisement**

The meeting was advertised in the Friday, 12 October 2012, edition of the *Times Record*.

**Presentation of Service Recognition Plaque to Former Trustee Emily Boochever**

GM Blanchette presented a plaque from the Board of Trustees to Emily L. Boochever in appreciation of her dedicated service to the community of Brunswick and the Brunswick Sewer District as a member of its Board of Trustees from April 2006 to March 2012. GM Blanchette and the Trustees thanked Ms. Boochever for her service and thanked her husband, Mr. Dana, for his patience during her service on the Board.

Ms. Boochever thanked the Staff and Trustees for the plaque and noted she enjoyed her time with the District. She noted the District has been a great place to be involved with and would recommend the position if anyone was looking to serve. Ms. Boochever noted she will hang the plaque on her wall.

Ms. Boochever & Mr. Dana left the meeting at 7:14 pm.

**Election of Officers**

Chair Priest noted elections will take place next month when all the Trustees are present.

**Public Comment**

GM Blanchette noted there was none at this time.

### **Minutes of Previous Meeting**

The Trustees reviewed the minutes of the 18 September 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 18 SEPTEMBER 2012 REGULAR MEETING OF THE BOARD OF TRUSTEES, WITH MINOR CHANGES NOTED.*

### **Treasurer's Report**

Financial: Trustee Green noted that the District's billing and non-billing revenue was ahead of budgeted amounts. Overall, the revenue is ahead by \$86,000 at the end of September.

Trustee Green noted the District's non operating expenditures are less than what was expected at this time. He noted there have been substantial increases in the Capital portion of the expenditures due to payment for the new utility truck and two requisitioned payments for the administrative office building project.

Receivables: Trustee Green noted receivables are high and GM Blanchette noted he believes it is due to the billing cycle and will confirm that with FM Caron. Liens continue to be steady at \$700 for the month of September, which GM Blanchette noted was from one customer.

Forecasted vs. Actual Revenue: Trustee Green noted that residential revenue was below what was forecasted, and commercial revenue was above forecasted. Brunswick Landing is approximately \$16,500 above forecasted. Topsham Sewer District is approximately \$53,900 above forecasted. Catch basins are approximately \$140 above projection and septage revenue is above projection by approximately \$900.

Trustee Green noted Operations, Maintenance, and General Expenses are on target at approximately 27% 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.

GM Blanchette noted non billing revenue was for de-foamer that was purchased due to an AFFF (Aircraft Fire Fighting Foam) spill at Hanger #6, Brunswick Landing.

Capital Budget & Expenditure Report: Trustee Green noted he would request FM Caron add what the goal or recommended amount is expected in the reserves account. GM Blanchette noted this report is slightly under budget. AGM Pontau noted the Arc Flash study is complete and the report was just received, therefore the invoice has not been processed. He noted that the Catwalk for the Chlorine Contact Tank has been installed and the final invoice will be paid next week. GM Blanchette noted Richards Drive upsize project is under budget at this time. He noted they have received a lot of information, yet the cost has been minimal.

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.

The Board had no questions regarding the warrants.

GM Blanchette distributed to the Board a copy of the loan agreement for the Admin Building construction. He noted the interest rate starts at approximately 2.1% and ends at 2.4% during the 10-year loan term.

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

AGM Pontau reported that the total flow to the treatment plant for September 2012 was 47.0 MG, down approximately 10% from the previous month and down 5% from this time last year. Flows of 7.3 MG and 2.4 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.6 MG, or 43% of that allowed by permit. Maximum daily flow processed was 1.7 MG, on 05 September 2012. Precipitation for the month totaled 4.30", with a daily maximum of .79" on 30 September 2012.

Septage receiving for the period totaled 194,850 GAL, up approximately 13% from the previous month. Removal rates for BOD and TSS for the period were 97.2% and 95.8%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 166 CY of sludge was produced.

AGM Pontau noted that a tool was dropped into one of the tanks while doing a minor repair. The tank was drained to remove the tool and as a result the test for e-coli discharge exceeded the limit. AGM Pontau believes this was a result of the draining of the tank and the timing of the test as the next day the levels were back to normal. Chair Priest suggested creating a set procedure for tool removal if this should happen again.

AGM Pontau noted MRRA had a broken valve in Hanger #6 that dumped approximately 2,000 gallons of airplane fire-fighting foam (A-FFF) down the sewer lines before it was noticed. He noted the District offered to create a maintenance contract with MRRA for line maintenance. A draft contract has been sent to Tom Brubaker at MRRA.

### **Presentation of Draft 2013 Operations Budget**

GM Blanchette distributed to the Board the 2013 Budget documents for their review. He noted that the Budget review and discussion would be held at the Annual Budget meeting, 01 November 2012 at 7:00 pm.

GM Blanchette noted a narrative summary will be delivered separately. He noted some of the changes in the budget are the cost of chemicals, salaries and wages, and Collection & Pumping changes. GM Blanchette noted AGM Pontau gave the crews goals in 2012, one being reducing the cost of chemicals, which they have done. He noted there is still a vacant position in the Collection & Pumping Division, but the crews have excelled and he noted it is more cost effective to pay the limited overtime than to fill the vacant spot. He also noted they will be combining the Collection and Pumping Divisions for 2013. GM Blanchette also noted Ms. Shippen will become full-time staff in the Admin Division in 2013.

### **Presentation of Wastewater Treatment Plan Evaluation Draft Report**

GM Blanchette presented to the Board the draft report of the Treatment Plant Evaluation completed by Wright-Pierce. The report is based on an evaluation of the Plant's processes and equipment to develop a 20-year improvement plan.

### **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.

GM Blanchette noted that the first hour of research is free to the customer and, effective 30 August 2012, an hourly rate of \$15.00 may be charged after the first hour. He also noted that the District has not had any such requests, but the policy is ready if that happens.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, (3-0) TO ADOPT THE FREEDOM OF ACCESS ACT POLICY.*

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

AGM Pontau presented the report on behalf of FM Caron

- September Credit Card Payment: AGM Pontau noted 51 payments were received during the month of September. He is pleased that customers are taking advantage of the program to allow credit card payments.
- MMA Dividend Payment: AGM Pontau noted the District received two dividend checks from MMA from Property & Casualty Insurance and Workers Comp Insurance amounting to \$4,008.00. This amount was rewarded due to the District's good loss control record.
- Bond Issuance Compliance Procedures: AGM Pontau noted the District is in the process of implementing procedures to monitor compliance with Sections 141 and 148 of the Internal Revenue Code regarding Bonds.
- Billing Process Discussion with BTWD & TSD: AGM Pontau noted Access is the billing software currently being used by the District. The Staff has been working with a consultant to do queries and keep up with updates. He noted the BTWD uses Access also, although they are currently looking into other options. AGM Pontau noted that the sewer fees are based on water usage and therefore is looking into merging the billing with BTWD to be done by one entity. He noted the BTWD has an in-house software consultant whereas the District does not. He noted that the District is currently working with a new consultant that is less cost, but he feels it may be more cost effective to work with BTWD and have them take over the

District's billing. AGM Pontau noted this is only in the preliminary stages and if doable, would not be in place for at least a year or two.

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

AGM Pontau noted to the Board that the employees at the Treatment Plant have done a great job reducing energy and chemical costs. He noted they will meet the goals set at the beginning of 2012. Some of the projects completed by the collection crew in September were flushing over 700 linear feet of lines; responding to 348 Dig Safe calls; maintenance work at pump stations completed; spot lining trailer completed.

- Update on Administrative Office Building Project: AGM Pontau noted the sheet rock is up and heating system is in. He noted the project will come in under the \$975,000 budget and are planning on a mid-January move in date. He noted there will be a few minor things to complete in the spring.
- Treatment Plant Evaluation update: AGM Pontau noted the project is 98% complete. There may be a few minor changes but the draft report is complete.
- I & I Removal Program Update: AGM Pontau noted he spoke with Trustee Green and believes there may be something else going on that is causing this problem. AGM Pontau has prepared a requisition for qualifications from engineering firms Wright Pierce, Woodard & Curran and Ransom Engineering, requesting thorough research to verify that nothing has been missed in the work that has been completed. AGM Pontau noted he needs a full set of plans that will help fix the problem. He is unsure if there may be an easier or more cost effective way to fix the problem instead of digging the pipes up and replacing them. He noted that quotes were due the following week. He noted FEMA has grant funds available, although they will not be given unless the project is shovel ready.

Trustee Green noted the District needs to find out where the problem arises. AGM Pontau noted of the 50 homes inspected only 16 were found to have sump pumps, which isn't enough to account for all of the I & I problem. AGM Pontau noted a website has been created to follow the research and where the District has been. This is located at <http://i-i.bsewer.org>.

- MRRA Sewer System O&M Discussion: AGM Pontau noted he had spoken with MRRA and they are working on inspecting their lines and making improvements. He has provided MRRA with a draft O&M agreement for review.

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

- Admin Building Tour: GM Blanchette asked the Board if they would like to tour the new Admin building. He noted the sheetrock is complete and painting will be completed soon and that this would be a good time to see the work. He also noted the duct work is in, piping is run, and heating system is complete. GM Blanchette noted the lighting will be done when the suspended ceiling is complete.
- TSD Merger Discussion: GM Blanchette noted that at the BTWD meeting concerning joint billing, TSD Trustee Fitzsimmons mentioned a proposed concept of merging the two Districts. This will be an item on the TSD agenda for next month.

GM Blanchette noted that TSD’s superintendent and its office staffer are coming up on retirement in the next few years. This presents an opportunity for TSD to determine if they want to replace employees or merge with the District. If a merge were to occur, it would be a 2 to 3 year project. He noted it will be a possible discussion topic at a later date.

**Schedule of Upcoming Meetings and Events**

GM Blanchette noted the Budget meeting is on schedule for 01 November 2012 but the 15 November 2012 Regular Board meeting needs to be changed or the meeting would need to be held in a different location. The Board requested looking into changing the date.

Therefore, the upcoming meetings are as follows:

- Annual Budget            Thursday      01 November 2012    7:00 pm
- Trustee Regular        Monday        19 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.

**Executive Session to Discuss a Personnel Matter**

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (3-0) TO ENTER INTO AN EXECUTIVE SESSION AT 8:20 PM TO DISCUSS A PERSONNEL MATTER [MRSA 405 (6) (A) REGARDING THE ANNUAL PERFORMANCE EVALUATION OF THE GENERAL MANAGER.*

GM Blanchette, AGM Pontau, Ms. Brownne and Ms. Shippen left the meeting at 8:20 pm.

The Trustees returned from executive session at 8:45 pm. There was no action taken in executive session.

**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 8:46 PM.*

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