

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**17 January 2013**

**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 7:02 pm on Thursday, 17 January 2013, in the Board Room at district offices at 10 Pine Tree Road, Brunswick, Maine. A prepared agenda was noted and the meeting was recorded.

Members present: Chair Priest, Trustee Green; and Trustee Barbour via Skype®.

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

Absent: Trustees Sartoris and Harvey.

**Meeting Advertisement**

The meeting was advertised in the Friday, 11 January 2013, edition of the *Times Record*.

**Public Comment**

1. GM Blanchette noted the District had received a request from Affordable Midcoast Housing, LLC for takeover of the mainline sanitary sewer facilities serving Phases I, II, and III in McKeen Street Landing, formerly known as Capehart Navy Housing. This is listed as an agenda item for this meeting.
2. GM Blanchette noted all visitors to the Administrative Office Building have provided positive comments and feedback. Almost all have noted the building to be more open, have more natural light, and a pleasant atmosphere. He noted the District is planning an open house in early June.
3. GM Blanchette noted the new Police Station site had a sanitary sewer overflow issue. He was contacted by two local newspapers (Coastal Journal and the Forecaster) concerning a broken sewer line issue at the construction site. GM Blanchette noted after speaking with both papers the Coastal Journal did not see a reportable story, although the Board may see an article in the Forecaster.

**Minutes of Previous Meeting**

The Trustees present requested waiting until the February meeting to approve the minutes of the 20 December 2012 meeting. The minutes were tabled for approval until the next Board meeting with minor changes requested.

## **Treasurer's Report**

Forecasted vs. Actual Revenue: Trustee Green noted the Forecasted vs Actual Revenue shows a negative amount, although that does not represent cash. He noted FM Caron will explain this later in the meeting. Trustee Green noted that residential revenues and commercial revenues were above forecasted. Brunswick Landing is approximately \$10,400 below forecasted. Topsham Sewer District is approximately \$61,400 above forecasted. Catch basins are approximately \$200 below projection and septage revenue is below projection by approximately \$12,000. Trustee Green noted overall operating revenue is ahead by just under \$87,000.

Financial: Trustee Green noted that the District's billing revenue was ahead of projection by \$86,000 and non-billing revenue was a \$218,000 loss. FM Caron noted the previous Administrative office building was being depreciated over 50 years and the remainder of the depreciation was written off showing a loss in the accounting books. She noted the new building will be depreciated differently, breaking down the structure and fixtures based on their individual depreciated life.

Capital Budget & Expenditure Report: FM Caron noted that it was the decision of RKO auditor, Mr. Timothy Gill, to expense the Treatment Plant Evaluation and the ARC Flash Study instead of capitalizing them. FM Caron also noted that approximately \$36,000 in other feasibility studies from the 1990's being depreciated were written off as recommended by Mr. Gill. She noted going forward all future studies will be expensed.

Trustee Green noted there was a balance of \$136,151 of unused Capital that was due to certain capital items being expensed and other items that came in under budget.

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, if any, are accounted for and on file.

The Board questioned line items Doc's Loc's and Ferguson Waterworks. GM Blanchette noted all the pump stations are in the process of having the lock system changed to new padlocks and Doc's Loc's is providing the padlocks, and AGM Pontau noted there will be more invoices coming through next month. GM Blanchette noted Ferguson Waterworks was for a customized manhole lid for a time capsule in front of the Admin Building. He noted that this has not been completed yet and will be looking for input from the Board for items to put in the capsule.

## **Monthly Report of Treatment Operations**

AGM Pontau reported that the total flow to the treatment plant for December 2012 was 50.8 MG, up approximately 10% from the previous month and down 25% from this time last year. Flows of 9.6 MG and 3.56 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.63 MG, or 43% of that allowed by permit. Maximum daily flow processed was 2.3 MG, on 22 December 2012. Precipitation for the month totaled 5.06", with a daily maximum of 1.69" on 18 December 2012.

Septage receiving for the period totaled 81,800 GAL, down approximately 52% from the previous month. Removal rates for BOD and TSS for the period were 94.9% and 93.2%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of

157 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 presented to the Board the Annual Summary for 2012 of the Treatment Plant Operations. He noted previous records had shown 2011 as the driest on record for many years and 2012 came in at 14.1% less than 2011 amounts. Chair Priest noted there was a previous request to increase the permitted hydraulic limit of the treatment plant and questioned if that was done. GM Blanchette noted that with the progress of I & I removal, this was found to be unnecessary.

### **Review of Draft Rate Change Notice**

GM Blanchette presented to the Board a copy of the notice that will be sent to each ratepayer regarding the rate change public hearing. He encouraged the Board to review and make changes accordingly. Trustee Green requested giving the ratepayer the monthly charge as well as the quarterly charges to better understand the breakdown. He also noted another way was to compare the quantity to a truck load size to give the ratepayer a better understanding of what they are paying for.

GM Blanchette noted that there are approximately 40 customers that use the flat rate fixtures rate schedule. Trustee Barbour requested adding information for the ratepayers regarding outside watering in the summer.

### **Acceptance of Wastewater Facilities – McKeen Street Landing**

AGM Pontau noted the request from Affordable Midcoast Housing, LLC for takeover of the mainline sanitary sewer facilities serving Phases I, II and III, formerly Capehart Navy Housing. He noted the town has already taken ownership of the roads and there is approximately 1½ miles of sewer line to be taken over. AGM Pontau noted all lines have been inspected, repaired and meet the Districts standards.

Chair Priest requested this item be tabled until the next meeting, when absent Board members are present.

### **Employee funded MMEHT Vision Plan Benefit**

GM Blanchette noted this was a follow up from the December Board meeting and was seeking approval from the Board. He noted this is a vision plan offered by the Maine Municipal Employees Health Trust as part of the employee's health plan benefits. GM Blanchette noted this benefit is employee funded and of no cost to the District.

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (3-0), TO OFFER THE MAINE MUNICIPAL EMPLOYEES HEALTH TRUST VISION PLAN AS A VOLUNTARY PARTICIPATORY EMPLOYEE FUNDED BENEFIT FOR IMPLEMENTATION PER THE PROGRAM'S ENROLLMENT TIMEFRAME.*

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

- December Credit Card Payments: FM Caron noted that in December, 43 ratepayers paid by credit card.
- Bond Issuance Compliance Procedures: FM Caron noted she will have the Policies and Procedures ready for next month's Board Meeting.

- 2012 Financial Audit Progress: FM Caron noted Mr. Tim Gill from RKO will be at the District completing the 2012 audit the week of February 11 – 14, 2013.
- Newsletter-Organizational Meeting: FM Caron noted an Editorial Board has been organized made up of staff members and have started the newsletter. She noted there currently is an employee competition to name the newsletter. FM Caron noted the first edition will go out in March / April invoices and will be a quarterly newsletter.
- Support: FM Caron noted 2012 was a difficult year for her personally and she appreciated the support received at work from GM Blanchette and AGM Pontau. She noted starting 2013 off in a wheelchair gave her the opportunity to test out the handicap accessibility of the new Admin Building and has had no problems getting around. GM Blanchette noted to the Board in creating a handicap accessible building, an automatic outside door opener was neglected. He is in the process of obtaining quotes.

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

- Administrative Office Building Project Update: AGM Pontau noted the staff moved back into the completed Admin building on January 2, 2013. He noted there is still some painting to be completed in the spring. AGM Pontau noted there was a small punch list to complete. Trustee Barbour questioned if any significant problems have been noticed. AGM Pontau noted there have only been minor issues with the heating system and we are in the process of getting it fine tuned.
- Admin office Site / Landscape Plan Review: AGM Pontau distributed to the Board the final plan showing the landscaping to be completed in the spring. He has met with the Town Planning and Codes Department and will only need permits to complete the work. AGM Pontau noted the plantings are all native species and two additional trees have been added to the front. GM Blanchette noted that the project still has to go to bid and actual costs are unknown at this time. Once the cost estimate becomes available, we can determine the size of the trees to be planted.
- Board Room Media System / TP WiFi System: AGM Pontau noted that \$25,000 was budgeted to set up the media center in the Board Room. He noted that District employees have completed the set up of the equipment, bringing the labor cost down. He expects the project to come in at half the cost. AGM Pontau noted he is using the remaining money to install a WiFi network that will be accessible to both Admin and T/P, yet would be locked to the public.

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

- Legal Services Procurement: GM Blanchette noted that the District will be placing Legal Services out for bid for 2013. He noted that this has not been done for a while.
- OSHA Reportable Injuries – 2012 Status: GM Blanchette noted there were no injuries to be reported for 2012. He commended the staff for taking the safety precautions necessary to prevent accidents or injuries. GM Blanchette noted the Workers Comp premium is based on history of accidents or injuries. In 2012 the District was given a 13% discount and hoping it will be lower for this year.

- 2013 Holiday Schedule: GM Blanchette distributed to the Board the 2013 District Holiday Schedule.
- Heating cost: GM Blanchette noted from 20 December 2011 to 20 December 2012 the cost to heat the treatment plant using natural gas was \$17,229. He noted in the past, the plant used approximately 35,000 gallons of heating oil. At \$3.50 per gallon, this would be approximately \$120,000. The all-in cost to convert from oil to natural gas was \$179,000 and he noted that the District will get the return within 2 years.

**Board Discussion: Strategic Plan and Treatment Plant Evaluation**

Chair Priest requested this item be tabled until next meeting.

**Discuss Board of Trustee Goals for 2013**

Chair Priest requested this item be tabled until next meeting.

**Schedule of Upcoming Meetings and Events**

The upcoming meetings are as follows:

- |                   |          |                  |         |
|-------------------|----------|------------------|---------|
| • Public Hearing  | Thursday | 21 February 2013 | 6:30 pm |
| • Trustee Regular | Thursday | 21 February 2013 | 7:00 pm |
| • Trustee Regular | Thursday | 14 March 2013    | 7:00 pm |

**Remarks from the Chair**

Chair Priest thanked the Trustees present, GM Blanchette, AGM Pontau, FM Caron, Camera Operator Madison Brownne, and Mrs. Bonnie Shippen for their time.

**Adjournment**

There being no further business before the Board of Trustees,

*IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (3-0), TO ADJOURN THE MEETING AT 8:15 PM.*

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