

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
21 February 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 7:10 pm on Thursday, 21 February 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: Vice Chair Sartoris, Trustees Green and Harvey and Trustee Barbour via Skype®.

Others present: General Manager (GM) Blanchette, Assistant General Manager (AGM) Pontau, Finance Manager (FM) Caron, Camera Operator Aaron Temple and Daniel Munsey, and Mrs. Bonnie Shippen (Minutes). Present from the public was Mr. Thomas Brubaker representing the Midcoast Regional Redevelopment Authority (MRRA).

Meeting Advertisement

The meeting was advertised in the Friday, 08 February 2013, edition of the *Times Record*.

Public Comment

1. GM Blanchette noted The District has received a request from Mr. Robert Siff of 12 Hickory Drive, for consideration by the Trustees for an additional adjustment to his 3rd quarter 2012 sewer bill. Excess charges were due to extensive outside watering for lawn restoration following the installation of a catch basin by the Public Works Department. He noted this is an agenda item for this meeting. GM Blanchette noted Mr. Siff may attend the meeting.
2. GM Blanchette noted the District has received a request from Mr. Matt Miller of 12 Bouchard Drive, for consideration by the Trustees for reimbursement of cost he incurred for plumber services due to a poorly functioning sewer service. The poor service was found to be caused by a plug in our sewer lines. This item will be placed on the March meeting agenda. GM Blanchette noted further details will be provided following the Districts investigation of the incident.

Treasurer's Report

Financial: Trustee Green noted the January 2013 Variance Analysis report shows approximately \$1,000 less in Billing Revenue which is based on billing cycle and is not a concern. FM Caron noted the highlighted Reserve balances are still the 12/31/2011 amounts since the auditors just completed their field work last week. GM Blanchette noted these amounts will carry over until the auditors completed report is received. At that time the Board will be presented with the recommended amounts to set for the Reserves.

Forecasted vs. Actual Revenue: Trustee Green noted that residential revenues were down due to the billing cycle, and commercial revenues were above forecasted. Brunswick Landing is

approximately \$1,500 below forecasted. Topsham Sewer District is approximately \$485 below forecasted. Catch basins are approximately \$570 below projection and septage revenue is above projection by approximately \$300. Trustee Green noted overall operating revenue is below by just under \$4,400.

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 Missions, Doc's Loc's, MRRRA, and Wells Fargo Financial Leasing. AGM Pontau noted the District has a contract with Missions to monitor the pump station alarm systems. AGM Pontau noted all the pump stations are in the process of being changed to a primus key lock system and Doc's Loc's is providing the padlocks. AGM Pontau noted this system changes the approximately 80 padlocks to a one-key system. This includes gates, wet wells, electrical panels, etc. GM Blanchette noted MRRRA was a month to month lease for the temporary office, and at this time all expenses have been computed and the District has received the security deposit from 4 Admiral Fitch Way. GM Blanchette noted Wells Fargo is a 3 year lease for a new postage meter. The current meter needs a landline phone service to refill postage. The new Admin building does not have any landline jacks, prompting the lease of a new postage machine.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for January 2013 was 59.9 MG, up approximately 8% from the previous month and down 14% from this time last year. Flows of 9.35 MG and 4.60 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.77 MG, or 46% of that allowed by permit. Maximum daily flow processed was 2.1 MG, on 31 January 2013. Precipitation for the month totaled 1.33", with a daily maximum of .38" on 17 January 2013.

Septage receiving for the period totaled 34,300 GAL, down approximately 58% from the previous month. Removal rates for BOD and TSS for the period were 94.7% and 92.5%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 154 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.

Trustee Sartoris questioned if action had been taken on implementing mandatory pumping in the Coastal Protection Zone. AGM Pontau noted he did confirm with Ms. Nicholson in the District's Lab that all information is being logged and sent to the town. Trustee Sartoris requested a letter to the town be drafted regarding implementing mandatory pumping. She noted that if the Town is not going to implement it, is this necessary for Ms. Nicholson to continue reporting?

AGM Pontau noted that included in this letter should be a request for the town to lessen their regulations on dump haulers. A lot of haulers are not happy with the regulations of being licensed and inspected in order to haul septage. This will be an agenda item next month.

Petition for Relief of Sewer Use Billing, Siff, 12 Hickory Drive

GM Blanchette distributed the written request from Mr. Robert Siff, of 12 Hickory Drive for consideration by the Trustees for an additional adjustment to his 3rd quarter 2012 sewer use billing. He noted the Town Public Works installed a catch basin and therefore Mr. Siff had excessive outside watering for lawn restoration. GM Blanchette noted that the excessive water did not enter into the sewer system and therefore it is his recommendation to grant Mr. Siff an additional 1400 c.f. for a total reduction of \$61.88. The recommendation was based on averaging the property owner's 3rd quarter usage, which was 1,400 cubic feet less than the adjustment granted by staff per policy.

IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, (4-0) TO GRANT A FURTHER ADJUSTMENT OF 1400 C.F. TO MR. SIFF AT 12 HICKORY DRIVE.

Acceptance of Wastewater Facilities – McKeen Street Landing

GM Blanchette distributed to the Board the request from Affordable Midcoast Housing, LLC for takeover of the mainline sanitary sewer facilities serving Phases I, II, and III in McKeen Street Landing (former Capehart Navy Housing).

AGM Pontau noted that they are not new sewer lines but all of them have been inspected and repaired to meet the District's standards. I & I have been removed, all homes have individual potable water meters, all easements to BSD have been executed and recorded, and the Town has taken over ownership of the roads.

***FACILITIES ACCEPTANCE RESOLUTION.
PHASE I, II, AND III, MCKEEN STREET LANDING
BRUNSWICK, MAINE.***

WHEREAS The Affordable Midcoast Housing, LLC of Auburn, Maine is owner of sanitary sewer lines within the right-of-ways of: McKeen Street, Columbia Avenue, Moore Avenue, and Emanuel Drive; and within the sewer easements from Moore Avenue to Columbia Avenue, Columbia Avenue to Shobe Avenue, and Shobe Avenue to Emanuel Drive; collectively known as McKeen Street Landing, and identified as Phases I, II, and III, all in the Town of Brunswick, Maine, which gravity sewer lines are twelve (12) inches in diameter for approximately 124 feet in length, which gravity sewer lines are eight (8) inches in diameter for approximately 8,046 feet in length; which gravity lines are six (6) inches in diameter for approximately 62 feet in length; and includes thirty-six (36) maintenance holes: and

WHEREAS The Affordable Midcoast Housing, LLC of Auburn, Maine has expressed its desire to effect a transfer of ownership of these sanitary sewer lines from The Affordable Midcoast Housing, LLC to the Brunswick Sewer District, all as more particularly described in a letter request by The Affordable Midcoast Housing, LLC dated 09 January 2013 and on file at Brunswick Sewer District offices; and

WHEREAS the Brunswick Sewer District is the appropriate entity to own and maintain said sanitary sewer facility;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Brunswick Sewer District does hereby accept ownership of the sanitary sewer facilities hereinabove described.

IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE HARVEY, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, (4-0) TO HEREBY ACCEPT OWNERSHIP OF THE SANITARY SEWER FACILITIES HEREINABOVE DESCRIBED.

Maine Rural Water Association's 2012 Wage & Benefits Survey

GM Blanchette tabled this item as he has not received the document.

Finance Manager's Report

- 2012 Year End Audit Status: FM Caron noted Mr. Tim Gill, Ms. Danielle Nichols and Ms. Kathy Tyson from RKO were at the District offices during the week of February 11 – 14, 2013 to complete the year end audit. She noted the audit went well and will have a report soon. FM Caron noted RKO personal will be at the April Board meeting to present the final report and answer any questions.
- Bond Issuance Compliance Procedures: FM Caron noted this procedure is beyond her scope. She has contacted Bond Counsel at Pierce Atwood and will report on this later.

Chair Priest arrived at the meeting at 7:47 pm.

Assistant General Manager's Report

- College Street Sewer Replacement Project: AGM Pontau noted that the Town, Water District, and the Sewer District are working together in the College Street reconstruction project. He noted this would affect Maine Street through Bowdoin College. AGM Pontau noted one contractor and consultant have been hired by the Town and the cost will be split among the three entities.
- Longfellow School Roof Drain Removal: AGM Pontau noted that during Bowdoin College's renovation of the former Longfellow School, the building's roof drains were removed from our system. Although it is a loss of revenue, this is something the District has been trying to work on for some time. The District is working with the Town's school department to remove the Hawthorne School's roof drain discharge from the municipal sewer system.
- Intern for 2013: AGM Pontau noted the T/P has hired Mr. Thomas Scholfield as an intern for the summer. He is a USM civil engineering student and will be starting in May. Chair Priest questioned what kind of work Mr. Scholfield will be doing. AGM Pontau noted a little bit of everything. He will also be working with the Collection and Pumping crew, with computer programs, and maybe even mowing lawns.

General Manager's Report

- News / Publications of Interest:
 - a. WEF – New Term: Water Environment Federation (WEF) has switched to the term Water Resource Recovery Facility (WRRF) instead of Wastewater Treatment Plants.
 - b. 2012 Report Card: GM Blanchette distributed to the Board the Maine Infrastructure Report Card dated December 6, 2012. This document is a rating of the entire state.
 - c. The Water Resources Utility of the Future: GM Blanchette noted this is research compiled together to show a vision of the future and what facilities can do.
- Maine Legislative Bills of Interest:
 - a. LD 135: GM Blanchette noted this bill is to require all public entities to post all public information on the internet. At this time this Bill has been pulled.
 - b. LD 258: GM Blanchette noted this Bill is regarding the Right to Know. Although this has not gone to hearing yet, it is intended, as an example, to make sure that a vote being made via Skype® is legal.
 - c. LD 141: GM Blanchette noted this Bill is to *Resolve, Directing the DEP to Develop Quantitative Odor Management Standards*. He noted this Bill may or may not affect the District's sludge production process. Trustee Sartoris questioned if this Bill was aimed at biosolids? GM Blanchette noted the summary of the Bill is that it concerns septage and wastewater treatment sludge processing facilities.

Discuss Board Participation in Development of Strategic Plan and TP Evaluation Report

- GM Blanchette noted the Staff will be developing the District's overall Strategic Plan. He offered to the Board members the opportunity to participate if they chose to. Chair Priest requested a work group be scheduled for May after Trustee Barbour returns.
- GM Blanchette noted the goal is to convert the Treatment Plant Evaluation Report recommendations into a master plan for the next phase of the Plant's upgrade. It was decided to put together a committee during the workshop in May.

Discuss Board of Trustee Goals for 2013

GM Blanchette prepared and distributed options for Board consideration regarding Trustee Goals for 2013. Prior to developing any goals, the Board requested more information regarding the Mission and Vision statements to review and discuss at the next meeting.

First Vote to Adopt the Proposed Schedule of Rates

GM Blanchette noted the public hearing has been held and two individuals attended, with one speaking. The individual was not against a rate increase, but more so the amount of the increase and the individual requested that the Board consider doing annual increases in the 1% to 2% increments as opposed to the current 6%.

GM Blanchette noted this was a suggestion that was discussed by past Boards but not implemented. He noted that the Board has the authority to implement a lower rate increase at this time, but requested the adoption of the 6% increase to help fund the current 5-year capital plan.

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE SARTORIS, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, (5-0) IN THE FIRST OF TWO VOTES REQUIRED, TO ADOPT THE SCHEDULE OF RATES DESIGNATED "BRUNSWICK SEWER DISTRICT PROPOSED SCHEDULE OF RATES", TO TAKE EFFECT AND APPLY TO ALL SERVICE PROVIDED COMMENCING ON 01 APRIL 2013, WHICH SCHEDULE OF RATES SHALL BE ATTACHED TO THE MINUTES OF THIS MEETING AND MADE A PART THEREOF.

Minutes of Previous Meeting

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

IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY TRUSTEE SARTORIS, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, (4-0) WITH TRUSTEE GREEN ABSTAINING, TO ACCEPT AS PRESENTED THE MINUTES OF THE 20 DECEMBER 2012 REGULAR MEETING OF THE BOARD OF TRUSTEES.

The Trustees reviewed the minutes of the 17 January 2013 Regular Board meeting. FM Caron noted one change in wording in the Finance Managers Report.

THE BOARD UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, (3-0) WITH TRUSTEE SARTORIS AND HARVEY ABSTAINING, TO ACCEPT THE MINUTES OF THE 17 JANUARY 2013 REGULAR MEETING OF THE BOARD OF TRUSTEES, WITH MINOR CHANGES NOTED.

Schedule of Upcoming Meetings and Events

The upcoming meetings are as follows:

- Trustee Regular Thursday 14 March 2013 7:00 pm
- Trustee Regular Thursday 11 April 2013 7:00 pm
- Trustee Regular Thursday 16 May 2013 7:00 pm

Discussion was made to change the 31 October 2013 Budget meeting on the schedule. No date has been set yet.

Remarks from the Chair

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

Executive Session to Discuss a Legal Matter

IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (5-0) TO ENTER INTO AN EXECUTIVE SESSION AT 8:28 PM TO DISCUSS A LEGAL MATTER [1 MRSA 405 (6) (E)].

AGM Pontau, FM Caron, Mr. Temple, Mr. Munsey, Ms. Shippen and Mr. Brubaker left the meeting at 8:28 pm.

The Trustees returned from executive session at 9:06 pm. No action was taken in executive session and no action was required subsequent to the executive session.

Adjournment

There being no further business before the Board of Trustees,

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE HARVEY, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (5-0) TO ADJOURN THE MEETING AT 9:07 PM.

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