

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
16 May 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 7:11 pm on Thursday, 16 May 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, Trustee Green, Harvey and Barbour.

Others present: General Manager (GM) Blanchette, Assistant General Manager (AGM) Pontau, Camera Operator Dan Munsey, and Mrs. Bonnie Shippen (Minutes).

Absent: Chair Priest and Finance Manager (FM) Caron

Meeting Advertisement

The meeting was advertised in the Friday, 03 May 2013, edition of the *Times Record*.

Public Comment

- GM Blanchette noted that Mr. Wesley Wharff, our Collection and Pumping Systems Supervisor, received an email from Alex St. Peter concerning employee Mr. Michael Jouver's extraordinary measures taken in providing a comprehensive Dig Safe location request. GM Blanchette distributed and read a copy of the email to the Board. It was noted that even through Mr. Jouver was just doing his job, the note of recognition shows Mr. Jouver's dedication to his work.
- GM Blanchette noted updated information from last month's Board meeting regarding Schneider Property Management, LLC representing Mr. Ryan Lovell, trustee of property at 36 Pleasant Street. Mr. Lovell was seeking an additional adjustment to the 4th quarter 2012 sewer bill. GM Blanchette noted upon completion of the investigation it was determined that the source for the high usage was the two leaking toilets noted in the request letter. The owner has withdrawn his request and opted to work out a payment plan.

Minutes of Previous Meeting

The Trustees reviewed the minutes of the 18 April 2013 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 APRIL 2013 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.

Treasurer's Report

Financial: Trustee Green noted the April 2013 Variance Analysis report shows billing revenue \$18,000 below projection and non-billing revenue is \$6,000 less than projected. He noted that spending is lower than projected giving the budget an overall \$42,000 below projection. Receivables are \$20,000 and liens are at a very low \$100.00.

Forecasted vs. Actual Revenue: Trustee Green noted that residential revenues and commercial revenues were below forecasted. Brunswick Landing is approximately \$17,700 above forecasted. Topsham Sewer District is approximately \$11,100 below forecasted. Catch basins are approximately \$160 below projection and septage revenue is above projection by approximately \$5,732. Trustee Green noted overall operating revenue is below by approximately \$27,000. AGM Pontau noted commercial was down due to Hardings Plant being down although he is unsure why. GM Blanchette noted he spoke with MRRRA and they have hired Ray Labbe & Sons to do pipe work and have found open pipes that have since been capped and plugged. MRRRA noted that Hanger 4 has 60+ floor drains, some of which are tied into oil/water separators. MRRRA plans to plug all the floor drains that do not discharge to some type of oil/water separator.

Capital Budget and Expenditure Report: AGM Pontau noted the Sludge truck is approximately 99% complete and will take delivery around 06 June 2013. He noted that it will be on display at the APWA Annual Highway Congress in Skowhegan before it goes in service.

Vice Chair Sartoris questioned the earned interest and noted it appeared low. GM Blanchette noted a few CD's are coming to maturity and Finance Manager Caron is looking into best options. He noted that \$20,000 income from interest is budgeted, which we are on track for. He noted FM Caron can answer any further questions at the next meeting.

Trustee Harvey arrived at 7:32 pm.

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 the vendors Great America Financial, Unified Technologies, Verizon, Wayne Pulk, Wright-Pierce and Ransom Consulting Engineers. AGM Pontau noted Great American is for the leased phone equipment, Unified was for landline monthly phone charges and Verizon was for 10 employee cell phone charges; Wayne Pulk is the Access® billing consultant and is working with staff to set up the Access® query system; Wright Pierce and Ransom Consulting are both working on the I & I Reduction project. AGM Pontau noted that the flow meters have been pulled and the consultants are currently analyzing the data.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for April 2013 was 66.0 MG, down approximately 9% from the previous month and up 9% from this time last year. Flows of 10.6 MG and 5.29 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.20 MG, or 57% of that allowed by permit. Maximum daily

flow processed was 2.8 MG, on 02 April 2013. Precipitation for the month totaled 2.38", with a daily maximum of .67" on 01 April 2013.

Septage receiving for the period totaled 168,800 GAL, up 333% from the previous month. Removal rates for BOD and TSS for the period were 94.8% and 93.5%, 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.

AGM Pontau noted that people are coming back to summer homes and the snow has melted so more people are pumping their tank, resulting in increased septage revenue.

AGM Pontau presented to the Board the Collection and Pumping Division Report for January through May 2013. He noted that in addition to the work completed on the list, all the preventative maintenance and standard procedures were still completed.

Employee Service Recognition:

- AGM Pontau noted Ms. Darcy Dutton, our Customer Service & Billing Specialist, is being recognized and thanked for her 10 years of dedicated service to the District.
- AGM Pontau also noted Mr. Matt Densmore, currently Chief of Maintenance, has been promoted to the position of Senior Operator on the Treatment Operations Division effective 03 June 2013.

The Board members present thanked Ms. Dutton for her years of service and congratulated Mr. Densmore on his promotion.

Discussion of Surplus Property Disposition

AGM Pontau noted Mr. Wes Wharff and Ms. Bonnie Shippen have been compiling photos and details of 57 unused items for a silent online auction. He will be advertising a silent online auction on the District bills, *Uncle Henry's*, *The Times Record* and *Craigslist*. He noted bidders will contact Ms. Shippen with bid amounts and they will be kept until the mid-June deadline and awarded to the highest bidder. AGM Pontau noted items that don't sell may be offered to employees or donated. He has had some contacts that are interested in several items. This should be advertised next week and started after Memorial Day.

Review and Discussion of Draft letter to Town re: Septic Tank Pumping

GM Blanchette distributed to the Board the final draft letter to the Town of Brunswick regarding the septic tank pumping ordinance issue. The Board members present discussed the final draft and requested the letter be addressed to the Town Council Chairperson, Ms. Susan Wilson, cc to Mr. Gary Brown, Town Manager and signed by Chair Priest.

Discussion of Draft Position Statement re: Private Property Sewer Overflows

GM Blanchette distributed the final draft of the proposed position statement regarding the private property sanitary sewer overflow issue. He noted that this was converted from a position statement into a policy statement and he is seeking action by the Board to adopt this as a policy item. He noted this will require two votes. The Board members present agreed to table the vote until Chair Priest was present to review the policy.

Discussion of Inaugural Newsletter

GM Blanchette distributed a copy of the inaugural newsletter *The District Digest* to the Board noting changes made as requested. There was discussion among the Board members present and Management staff regarding improving the layout, photos and content of the newsletter. The Board members requested management staff consult with a graphic designer for photo and layout suggestions.

Finance Manager's Report

AGM Pontau reported on behalf of FM Caron.

- Update on External Investment Managers: AGM Pontau noted that there are two new representatives for Peoples United Bank, Mr. Bernard Waterman and Mr. John Frost.
- External Investment Manager's Report to the Board: AGM Pontau noted Mr. Waterman and Mr. Frost from PUB will be at the June meeting to present their annual investment report.
- Newsletter Update: AGM Pontau noted this was previously covered in the meeting.

Assistant General Manager's Report

- Nancy Drive Road Reconstruction Project: AGM Pontau noted that he is currently working with the Town on this project. He noted this project was supposed to be completed this year but believes the Town is cutting the project from its budget.
- College Street Road Reconstruction Project: AGM Pontau noted The College Street Project went out to bid and Harry C. Crooker & Sons has come in with the lowest price. He noted that this is a cost sharing project with the Town and is hoping that the cost is under budget enough that they BSD can also complete the work on Nancy Drive later this summer. He will know more after the first project meeting.

General Manager's Report

- Handout – Email Tips to Get More Done, More Quickly: GM Blanchette distributed to the Board a paper on ways to make communication through email easier. He received this at a workshop and thought the Board might be interested in it.
- Handout – Ouellet Today Newsletter Featuring BSD: GM Blanchette distributed to the Board a newsletter from Ouellet that highlights the new Admin building.
- Open House: GM Blanchette noted, although the actual date is not set, there will be an open house for the Admin building sometime in the first part of June. He is awaiting completion of the landscaping and paving work.

Election of Officers

It was decided to postpone election of officers until all members of the Board are present.

Schedule of Upcoming Meetings and Events

The upcoming meetings are as follows:

- Trustee Regular Thursday 20 June 2013 7:00 pm
- Trustee Regular Thursday 18 July 2013 7:00 pm
- Trustee Regular Thursday 15 August 2013 7:00 pm

GM Blanchette noted that June, July & August have been morning meetings and the Board may want to consider this for 2013. Following discussion it was agreed to tentatively schedule the June meeting for 8:30 AM on June 20th, with the Treatment Plant tour to follow. GM Blanchette was directed to do a follow-up email to the Board to confirm the summer schedule.

Remarks from the Chair

Vice Chair Sartoris thanked the Trustees present, GM Blanchette, AGM Pontau, Dan Munsey, and Mrs. Bonnie Shippen for their time.

Adjournment

There being no further business before the Board of Trustees,

IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) TO ADJOURN THE MEETING AT 8:38 PM.

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