

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
18 July 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 8:39 am on Thursday, 18 July 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, Trustees Sartoris, Green, Harvey and Barbour.

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

Meeting Advertisement

The meeting was advertised in the Friday, 05 July 2013, edition of the *Times Record*.

Public Comment

GM Blanchette noted he received correspondence from Mr. Bernard Schinck of Appletree Drive requesting to be placed on the 15 August 2013 meeting agenda to request an additional adjustment to his sewer bill. He noted after washing window screens he neglected to shut off the water, increasing both water and sewer bills. He has paid the Water District in full and has received a reduction in his sewer bill, although it is still much higher than his average usage. Mr. Schinck plans on attending the August meeting.

Minutes of Previous Meeting

The Trustees reviewed the minutes of the 20 June 2013 Regular Board meeting.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN AND VOTED BY THE TRUSTEES PRESENT, (3-0) WITH CHAIR PRIEST AND TRUSTEE HARVEY ABSTAINING, TO ACCEPT THE MINUTES OF THE 20 JUNE 2013 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.

Treasurer's Report

Financial: Trustee Green noted the June 2013 Variance Analysis report shows billing revenue \$48,000 below projection and non-billing revenue is \$7,000 ahead of projection. FM Caron noted the non-billing revenue reflects the trade in of 1989 Sludge truck and items sold at auction. Trustee Green noted the expenditures were down giving an overall budget \$9,000 to the good. He noted receivables are \$26,000 and liens are at \$600.00.

Forecasted vs. Actual Revenue: Trustee Green noted that residential and commercial revenues are still down. Brunswick Landing is behind by \$9,000 and Topsham Sewer District is

\$10,800 below forecasted. Catch basins are \$1,200 below projection and septage revenue continues to increase, currently at \$13,000 ahead. AGM Pontau noted part of the increase is seasonal but it is also from changes in the economy as homeowners have started pumping their tanks after holding off due to lack of funds. Trustee Green noted overall operating revenue is below by approximately \$47,500. FM Caron noted the residential income is down due to not seeing the full income from the rate increase at this time. AGM Pontau also noted that the District has started doing planned work for Topsham. FM Caron noted the entrance charge is lower than last year. AGM Pontau noted that new businesses are opening but they are coming into existing empty buildings, therefore there is no entrance fee.

Capital Budget & Expenditure Report: AGM Pontau noted that the College Street project is almost complete and we should be receiving the invoice soon. He also noted that the Admin sitework is over budget due to some of it budgeted for last year but completed this year.

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 item Autosshine Car Wash, which AGM Pontau noted there is a discount for purchasing wash cards in advance.

Chair Priest questioned if any invoices could be paid online. FM Caron noted that there are several that currently are. She also noted that there are several companies paying our invoices online.

Trustee Sartoris questioned the map restoration as she believed it was not included in the 2013 budget. GM Blanchette noted that this item had been put off from the previous year but was carried forth for 2013. GM Blanchette noted that there are more maps he would like to preserve over time.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for June 2013 was 61.3 MG, down approximately 2% from the previous month and down 76% from this time last year. Flows of 10.4 MG and 4.97 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.04 MG, or 53% of that allowed by permit. Maximum daily flow processed was 2.35 MG, on 12 June 2013. Precipitation for the month totaled 4.82", with a daily maximum of .80" on 8 June 2013.

Septage receiving for the period totaled 211,250 gallons, up 34% from the previous month. Removal rates for BOD and TSS for the period were 96.9% and 95.3%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 190 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. It was noted that the removal rates for BOD and TSS are amongst the highest, if not the highest, ever.

AGM Pontau noted that although Brunswick Landing has completed a lot of work they have yet to find any significant source for the high I & I. GM Blanchette noted that the District has been conducting the CCTV inspection of the lines at no cost to MRRA. This was an informal agreement

arrived at several years ago as a way for the District to become familiar with the systems that are out there. He noted once the initial lines have been looked at any further work will be billed to MRRA.

Commitments for 01 July through 30 September 2013

IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY CHAIR PRIEST, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0), TO COMMIT TO THE TREASURER FOR COLLECTION THE RATES FOR THE PERIOD 01 JULY 2013 THROUGH 30 SEPTEMBER 2013, IN ACCORDANCE WITH THE SCHEDULE OF RATES, AS COMPUTED AND SET FORTH IN THE ACCOUNTS ON FILE AT THE BRUNSWICK SEWER DISTRICT.

Adoption of Private Property Sewer Overflow Policy Statement

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. GM Blanchette noted this became a concern when a privately owned line was broken on a construction site and there was no written policy as to who was responsible for fixing the broken line. He noted that this will be on our website and on the bulletin boards at the Town office and Brunswick Public Works Department.

IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (5-0) IN THE FIRST OF TWO VOTES TO ADOPT THE PRIVATE PROPERTY SEWER OVERFLOW POLICY STATEMENT WITH MINOR CHANGES NOTED.

Presentation of Draft Post-Issuance Compliance Policy

FM Caron presented to the Board the draft Post-Issuance Compliance Policy for Tax-Exempt Obligations that was prepared by the District's bond counsel, James Saffian of Pierce Atwood. She noted that the Policy lists the Finance Manager as the Compliance Officer when the Treasurer usually holds that position. Board members questioned if we are tax exempt and nonprofit why would the District pay taxes on a bond. FM Caron noted due to the Admin building being built with a bond, if it is rented the District would be required to charge and pay taxes. GM Blanchette noted the ice rink and ball field properties were not purchased with a bond, therefore this policy wasn't required. FM Caron noted that the final policy will be presented for adoption at the August Board meeting.

Report on Open House

AGM Pontau noted an open house was held the previous week with approximately 30 people attending, including a representative from the office of Senator Angus King, and contractors and developers of the building. Mr. Greg Thulen and Mr. Jason Prout provided tours of the treatment plant, which received positive feedback from several people. AGM Pontau noted the Topsham Sewer District donated a tree. Trustee Sartoris suggested possibly doing this again with all the Trustees present. GM Blanchette noted that the District could have an annual open house. AGM Pontau noted that the Plant conducts a number of scheduled tours during each school year.

2013 In-House Pipe Lining Program Update

AGM Pontau presented to the board an update on the Pipe Lining program. He distributed a chart of the 22 patches completed in 2013 as well as a photo of a pipe on Belmont Street with an approximate 1" diameter stream of water entering the pipe and the after photo following the liner installation. He noted that two years ago \$80,000 was budgeted to contract out 20 liners, and with the new trailer and trained employees this is being done for half the cost. AGM Pontau noted that checking the lines have helped to see where problems may arise. He noted that he is very pleased with the pipe lining program.

Finance Manager's Report

- BSD Newsletter "The District Digest" status: FM Caron distributed a draft copy of the "District Digest" completed by Highpoint Graphics. She would like Board feedback and would like to send the newsletter out with the August / September billings. The Board members made a few suggestions regarding photo's and website notations. FM Caron noted the final should be ready to send out with the August / September billings.
- Government Finance Officers Assoc. Conference Attendance: FM Caron noted she will be attending the GFOA Accounting Academy "An Intensive Introduction to Governmental Accounting, Auditing, and Financial Reporting" in Chicago the first week of August. She will be looking into taking classes for the Certified Public Finance Officer certification program.
- 1099 Workshop: FM Caron noted that she attended this workshop sponsored by the IRS. This is a yearly workshop and she will be sending other staff members next year.

Assistant General Manager's Report

- Update of Construction & Development: AGM Pontau noted he has spoken with Paul at Schott Management and that inspections of the sewer lines at McKeen Landing has been completed. The developer will be requesting the Town to take over the roads and then request the District to take over the remaining sewer lines.
- Update Re: Anaerobic Digester: AGM Pontau noted the anaerobic digester construction has been pushed back to spring 2014. He is still looking into sending liquid sludge to them. He noted that the company will come and speak to the Board about how we will transport it, the quantity they need, and the cost involved when they have more information. AGM Pontau also noted he believes the District will continue to receive septage as the developer has not shown any interest in accepting it.
- I & I Macmillan Drive: AGM Pontau noted he will be meeting with the engineers on the project and will be looking into removing 6 sump pumps. They will be determining the cost to the District as funding for this project was previously approved by the Board.

General Manager's Report

- GM Vacation: GM Blanchette noted he will be on vacation the following week, the last week of August, and the first week of October.

- Board Email Preference: GM Blanchette noted District email addresses were created for the Board members to prevent personal email accounts becoming public under the Freedom of Access Act. He was unsure if the Board members were using the assigned email addresses and if some Board members wanted to go back to using personal email. The Board members stated that they had problems using the email. AGM Pontau noted he would work with the members to set up the email to be more user-friendly.
- Tree Donation: GM Blanchette noted the Topsham Sewer District donated a King Crimson maple tree for the Admin Building open house. It has been planted between the Admin building and Treatment Plant.
- Status of MRWA Wage / Benefit Survey: GM Blanchette noted that Maine Rural Water is still waiting on survey responses. He will keep the Board updated.
- JETCC/MWWCA 2013-2014 Management Candidate School: GM Blanchette noted that BSD will be hosting the 2013/2014 Management Candidate School from October 2013 through July 2014.

Election of Officers

It was decided to postpone election of officers until the August meeting following Trustee Harvey’s reappointment.

Schedule of Upcoming Meetings and Events

The upcoming meetings and workshops are as follows:

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| • T/P Evaluation Study | Thursday | 01 August 2013 | 8:30 am |
| • TSD Board meeting | Monday | 12 August 2013 | 7:00 pm |
| • District Strategic Plan | Thursday | 22 August 2013 | 9:00 am |
| • Trustee Regular | Thursday | 15 August 2013 | 8:30 am |
| • Trustee Regular | Thursday | 12 September 2013 | 8:30 am |
| • Trustee Regular | Thursday | 17 October 2013 | 8:30 am |

Remarks from the Chair

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

Adjournment

There being no further business before the Board of Trustees,

IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (5-0) TO ADJOURN THE MEETING AT 11:19 AM.

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