

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**15 August 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 8:37 am on Thursday, 15 August 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 Mike Jouver, and Mrs. Bonnie Shippen (Minutes). Also present was Mr. Bernard Schinck of 3 Appletree Drive.

**Meeting Advertisement**

The meeting was advertised in the Friday, 09 August 2013, edition of the *Times Record*.

**Public Comment**

GM Blanchette noted he received correspondence from a Mr. Gerald Donovan of 43 Wildwood Drive requesting a refund of his previous sewer bills. The home he purchased in April 2010 has a sub-meter and he was unaware he needed to call in the meter numbers. GM Blanchette noted they will be reviewing the usage history of the home and this will be on the agenda next month.

**Minutes of Previous Meeting**

The Trustees reviewed the minutes of the 18 July 2013 Regular Board meeting.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN AND VOTED BY THE TRUSTEES PRESENT, (4-0), TO ACCEPT THE MINUTES OF THE 18 JULY 2013 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.*

**Petition for Relief of Sewer Use Billing – Mr. Schinck, 3 Appletree Drive**

GM Blanchette noted Mr. Schinck discovered an outside faucet had been left on. Mr. Schinck was granted the maximum adjustment allowed (just under 50%) reducing his billable usage from 5,700 CF to 2,900 CF for a billed amount of \$133.30. Mr. Schinck's average usage is just over 200 CF and it was noted that none of the excess water entered the sewer system, he is petitioning the Board for an additional adjustment that would coincide with his actual use.

GM Blanchette recommended that the Board grant an additional adjustment of 2,100 CF, reducing his bill from \$133.30 to \$36.77 for a billed usage of the minimum 800 CF.

Mr. Schinck noted that GM Blanchette's explanation was correct and he provided no further information.

*IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE GREEN AND VOTED BY THE TRUSTEES PRESENT, (4-0), TO ACCEPT THE PETITION FOR AN ADDITIONAL REDUCTION OF SEWER USE BILLING FOR MR. SCHINCK, 3 APPLETREE DRIVE FROM \$133.30 TO \$36.77.*

Mr. Bernard Schinck left the meeting at 8:42 am.

### **Treasurer's Report**

Financial: Trustee Green noted the July 2013 Variance Analysis report shows billing revenue \$44,000 below projection and non-billing revenue is \$5,000 ahead of projection. FM Caron noted that the full rate increase will be effective this month and the projected revenues should catch up. Trustee Green noted the receivables are down, currently at \$19,000 and liens are steady at \$600.

Forecasted vs. Actual Revenue: Trustee Green noted that all operating revenues are currently behind, showing \$44,000 below projection. GM Blanchette noted that AGM Pontau has spoken with the Supervisors and requested spending be slowed down and to also take into consideration currently forecasted revenues when preparing next year's budget. Trustee Barbour questioned why Commercial revenue was so far behind. GM Blanchette & FM Caron noted Harding's Plant is down \$26,000 in projected revenue although they are unsure why. Chair Priest questioned a new brewery and if there is any estimation on income. GM Blanchette noted it is located behind Lions Pride and he is unsure when the brewery will be up and running and has not received any estimated numbers. He noted although there is rumor of a brewery opening on the former NASB he is unaware of any other large companies coming in to contribute to the revenue.

Capital Budget & Expenditure Report: Trustee Green noted that the Capital projects completed were overall higher than expected. FM Caron noted that we should be receiving the billing for the College Street project soon. GM Pontau noted that the District is finished with our part of the project and he believes it will come in under budget. He also noted that Harpswell Road and College Street will be closed on Sunday for the water line replacement.

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 Hunters Truck & Towing, which AGM Pontau noted the Jet/Vac truck was driven to a garage in Bowdoinham and an electrical issue was diagnosed. The vehicle needed to be taken to a garage in Falmouth and it was recommended not to drive it, therefore Hunters towed the truck.

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

AGM Pontau reported that the total flow to the treatment plant for July 2013 was 56.4 MG, down approximately 8% from the previous month and down 10% from this time last year. Flows of 8.92 MG and 4.67 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.82 MG, or 47% of that allowed by permit. Maximum daily flow processed was 2.08 MG, on 3 July 2013. Precipitation for the month totaled 3.72", with a daily maximum of 1.46" on 23 July 2013.

Septage receiving for the period totaled 198,750 gallons, down 6% from the previous month. Removal rates for BOD and TSS for the period were 96.9% and 95.7%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 272 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 they have taken the new sludge truck to Crooker & Sons to be weighed. Currently they are getting 28 yards per truck load as opposed to the 14 yards with the previous sludge truck. Trustee Sartoris questioned if the high numbers of BOD was due to the hot temperature days, which AGM Pontau noted previous history has shown that the plant runs better in the cold. He noted that when asking Supervisor Greg Thulen about this he was told “we got good bugs”.

GM Blanchette noted that the ground is still too wet to field spread and we are also waiting for fields to be mowed and hayed.

AGM Pontau noted that the groundwater level monitoring wells are being monitored but not showing any changes. There are small amounts of fluctuation during heavy rains but otherwise it stays the same. GM Blanchette noted he will check with the water district to see if they have any historical data by which to compare current data.

### **2013 Pipeline Closed-Circuit TV Inspected**

AGM Pontau presented to the Board a spreadsheet reporting the lines that were closed-circuit TV inspected in 2013 as well as a full collection and pumping operations report. He noted that they have found some problems mostly at Brunswick Landing over by the old mess hall where they removed 12 yards of gravel from the lines. AGM Pontau noted Wright Pierce is analyzing the lines and he will be meeting with Wright Pierce and MRRA the following week.

Trustee Sartoris questioned if homeowners contact the District with slow flushing? AGM Pontau noted that yes we do get calls and Supervisor Wes Wharff keeps a priority list of lines to check in problematic areas. It was requested to advertise in the newsletter and online that calling the District is an option for ratepayers if they believe there is a problem with a slow flush.

Trustee Green questioned if the District can charge for a Dig Safe marking, which AGM Pontau noted the Districts pays Dig Safe \$1.00 per courtesy call to mark our lines, but we cannot charge for that service. He believes that receiving the call to mark our lines prevents our lines from getting dug up.

### **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 for a second and final vote. He noted that changed requested at the first vote were noted in red.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) FOR THE SECOND AND FINAL VOTE TO ADOPT THE PRIVATE PROPERTY SEWER OVERFLOW POLICY STATEMENT WITH MINOR CHANGES NOTED.*

### **Presentation of Draft Post-Issuance Compliance Policy**

GM Blanchette presented to the Board the final draft Post-Issuance Compliance Policy for Tax-Exempt Obligations that was prepared by the District’s bond counsel, James Saffian of Pierce Atwood. He noted that this is required by the IRS as the Admin building was built with a bond. The

Policy is to assure that usage of the building from outside sources do not compromise our tax exempt status. GM Blanchette noted that Lisness Field and MMRC do not apply to this policy as those properties were not purchased with a bond. He also noted that FM Caron will be the Compliance Officer as noted in the policy.

Trustee Harvey arrived at 9:17 am.

### **Treatment Plant Study Workshop Report**

GM Blanchette presented the minutes from the Treatment Plant Study Workshop on 01 August 2013 to the Board. He noted Mr. Victor Krea of Wright-Pierce made some changes that were noted in red. GM Blanchette noted Write Pierce provided a summary report of the study for the District to use and to add items to the list for the public's information.

GM Blanchette noted that the Treatment Plant study was broken into two phases for years 2014-2016 and 2023-2026. Information is based on regulatory changes. He noted Phase I is to refurbish and upgrade the plant and machinery. AGM Pontau noted the broken down cost given in the distributed packed. He noted they would like to complete all of Phase I as it has been priced out as a bundled project, noting that taking some items out to complete later may require undoing something recently done and replacing parts unnecessarily.

Trustee Sartoris requested a thorough look at replacement parts and upgrades. She noted that although she is in agreement that the plant is in need of upgrades, she does not believe changes and replacements are necessary to items that still have a useful life. She also requested that notes be made so customers know why the upgrades are being completed. Trustee Barbour noted he would like a better explanation as to why items are being replaced.

GM Blanchette noted that the goal of the workshop was to summarize what the scope of work should be, how much it will cost and how to pay for it. He noted the Phase I estimated cost is \$22 million and although it could be split into two projects it would increase the overall cost having to seek two bids for separate design work. GM Blanchette noted if the Board was not comfortable with the time frame, the design work could be completed in 2014 and start renovations in 2015. During the workshop Mr. Krea recommended scaling the rate increase over 3 years and fund preliminary cost in-house. Then use a bond to fund the remainder of the project. GM Blanchette noted that there is no hurry to do the upgrade now but the plant will need upgrading soon due to its age.

GM Blanchette and the Board members discussed forming a committee made up of Board members, Town Council, and members of the public to make recommendations on the best way to complete and fund the upgrades. GM Blanchette noted that the project will go through a State Revolving Fund Loan, which he believes rates are still below 2%.

The Board reviewed the minutes from the Treatment Plant study workshop. GM Blanchette noted a committee needs to be formed to inform the public of the intent to upgrade the plant. Trustees Harvey and Sartoris requested being part of the committee. Chair Priest requested that Vice-Chair Sartoris chair the committee and Trustee Harvey be the committee vice-chair. Trustee Green suggested putting a note in the newsletter. GM Blanchette also noted he will submit an article to the Times Record.

*IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) WITH CHAIR PRIEST ABSTAINING, TO ACCEPT THE MINUTES OF THE 01 AUGUST 2013 TREATMENT PLANT STUDY WORKSHOP WITH MINOR CHANGES NOTED.*

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

- Government Finance Officers Assoc. Conference Attendance: FM Caron noted she attended the GFOA Accounting Academy “An Intensive Introduction to Governmental Accounting, Auditing, and Financial Reporting” in Chicago during the first week of August. She noted there were 65 people there from 24 different States and American Somoa. FM Caron noted there was a wealth of information given and will have more information regarding updating internal controls at a later date.
- Budget: FM Caron noted that Management has been diligently working on the budget.

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

- Update Re: Anaerobic Digester: AGM Pontau noted that he met with Village Green Ventures and they are looking at a spring 2014 start. He also noted while on vacation in Rutland, Vermont he was 200 feet away from a similar digester and he was unaware of it. There was no obvious smell or loud noise.
- Results of DMR-QA 33 Test: AGM Pontau noted that the test results have come through and once again has passed. He noted that Ms. Jennifer Nicholson always does a great job and the reports have always come back passed. Chair Priest requested passing along the Boards congratulations for Ms. Nicholson's work.
- I & I Richards Drive: AGM Pontau noted he is working on costs to remove the seven sump pumps. He believes that the problem is more widespread but would like to start there. Trustee Green questioned if that is going to solve the problem and was it worth removing off the system. AGM Pontau noted he believed it will make a difference.

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

- Town Council Tour of WWTP: GM Blanchette noted that the Town Council will be touring the Treatment Plant at 3:00 today. Trustee Sartoris recommended showing all the pump stations and properties the District manages. GM Blanchette noted there is a 2010 facilities map in the Treatment Plant that they can show the council during the tour.
- Lishness Ice Hockey Rink Improvement: GM Blanchette noted Mr. Tom Farrell, Director of Parks and Recreation, has questioned if they can pave the front end of the ice rink and if the district Board members have any objections. He explained in the winter time when the snow is melting and gravel is present, skaters put on their skates in their cars and then track the gravel onto the ice. He noted that pavement will also make it easier for plowing. Trustee Sartoris suggested recommending they use impervious paving. GM Blanchette noted drainage and run-off is not an issue. He noted the Mr. Farrell is to provide a formal request with more information for the next Board meeting.

**Election of Officers**

GM Blanchette noted that per the Charter, at the first meeting of the Board of Trustees following the appointment of a new Trustee, the Board shall elect a Chairman, Vice-Chairman, Clerk, Treasurer, and Assistant Treasurer.

Officers were elected as follows: Trustee Priest as Chair; Trustee Sartoris as Vice-Chair; Trustee Barbour as Clerk; Trustee Green as Treasurer; and Trustee Harvey as Assistant Treasurer.

*IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE HARVEY, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, (5-0) TO ACCEPT THE ELECTED OFFICERS AS FOLLOWS: CHAIR PRIEST, VICE-CHAIR SARTORIS, CLERK BARBOUR, TREASURER GREEN AND ASSISTANT TREASURER HARVEY.*

**Schedule of Upcoming Meetings and Events**

The upcoming meetings and workshops are as follows:

- District Strategic Plan                      Thursday      22 August 2013                      9:00 am
- Trustee Regular                                      Thursday      12 September 2013                      8:30 am
- Trustee Regular                                      Thursday      17 October 2013                      8:30 am
- Trustee Annual Budget                      Thursday      30 October 2013                      7:00 pm

GM Blanchette noted the Board needs to reschedule the meeting with the Topsham Sewer District and he will be speaking with Superintendent Kay for his Board's suggestions.

**Remarks from the Chair**

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

**Adjournment**

There being no further business before the Board of Trustees,

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE HARVEY, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (5-0) TO ADJOURN THE MEETING AT 10:39 AM.*

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