

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
12 September 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, 12 September 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, and Barbour.

Others present: General Manager (GM) Blanchette, Assistant General Manager (AGM) Pontau, Finance Manager (FM) Caron, Camera Operator Dan Munsey. Also present was Mr. Bernard Schinck of 3 Appletree Drive.

Members absent: Trustee Harvey.

Meeting Advertisement

The meeting was advertised in the Friday, 30 August 2013, edition of the *Times Record*.

Public Comment

GM Blanchette noted he received a phone call from Thorton Oaks inquiring if we were anticipating a rate change for 2014. He noted that at the moment we were not, but also explained about the treatment plant upgrade study, its phased approach recommendation, and the estimated cost of each phase. He noted that if staff can obtain Board authorization to begin phase one it may require three annual rate increases, the first one sometime in the latter half of 2014. He noted the annual rate changes could be 12% each year. The caller thanked the GM and wished us good luck.

Minutes of Previous Meeting

The Trustees reviewed the minutes of the 15 August 2013 Regular Board meeting.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE SARTORIS AND VOTED BY THE TRUSTEES PRESENT, TO ACCEPT THE MINUTES OF THE 15 AUGUST 2013 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.

Petition for Relief of Sewer Use Billing – Mr. Donovan, 43 Wildwood Drive

GM Blanchette noted Mr. Donovan purchased his house in 2010. At that time neither the previous owner, nor the realtor, explained the sub-meter program to Mr. Donovan. Mr. Donovan assumed that BSD was aware of and regularly read the sub-meter and automatically applied any credit to his sewer bill. Following a review of his sewer bills, Mr. Donovan realized that no credits had been applied. Mr. Donovan came to the office to have his credits applied and was then informed by Ms. Dutton the requirement for the homeowner to call the readings into the district. Unable to determine the sub-meter use for the previous quarter, staff offered

a \$75.14 reduction to the September 2012 (highest previous quarter) per the watering adjustment policy. Mr. Donovan declined, wishing to be credited for the full sub-meter adjustment he estimated to be some \$230. Mr. Donovan was informed he would have to send a written request petitioning the Board for the full adjustment.

GM Blanchette reported that he met with Mr. Donovan, and based on the discussion recommended that the Board grant the full credit calculated by staff to be \$297.11. The recommendation was based on the fact that Mr. Donovan had no knowledge of the program, had no intent of ignoring its reporting requirements, and will call in the sub-meter reading each quarter as required.

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

IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE BARBOUR AND VOTED BY THE TRUSTEES PRESENT, (4-0), TO ACCEPT THE PETITION FOR A SUB-METER CREDIT FOR SEWER USE BILLING FOR MR. DONOVAN, 43 WILDWOOD IN THE AMOUNT OF \$297.11.

Mr. Gerald F. Donovan thanked the Trustees and departed the meeting at 8:40 am.

Board discussion followed noting the district should amend its Adjustment Policy to limit its exposure to future requests of this nature. An option suggested was to limit any sub-meter adjustment granted by the Board to no more than one year back for residential use, and 6-months for commercial use. GM Blanchette noted they would prepare draft amendments for Board review and approval. In the interim, Staff was instructed to inform local realtors of the sub-meter program.

Treasurer's Report

Financial: Trustee Green noted the August 2013 Variance Analysis report shows billing revenue \$39,000 below projection and non-billing revenue is \$3,000 ahead of projection. FM Caron noted that the full rate increase is now in effect and the projected revenues should catch up. Trustee Green noted the receivables are currently at \$25,800 and liens are steady at \$600.

FM Caron reported that letters have been sent to our 25 largest customers requesting information on their planned water usage for 2014 so that we may better estimate our revenue projection. GM Blanchette noted that remaining 2013 expenditures are being limited in order to meet the balanced budget objective.

Capital Budget & Expenditure Report: AGM Pontau reported that he expects College Street sewer replacement to come in under budget, and the forthcoming MacMillan Drive sump pump discharge relocation project to also come in under budget. All other capital budget items are completed.

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.

Commitments: 01 October to 31 December 2013

IT WAS MOVED BY CHAIR PRIEST, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (3-0) WITH TREASURER GREEN ABSTAINING, TO COMMIT TO THE TREASURER FOR COLLECTION THE RATES FOR THE PERIOD 01 OCTOBER 2013 TO 31 DECEMBER 2013.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for August 2013 was 48.5 MG, down approximately 14% from the previous month and down 7% from this time last year. Flows of 8.15 MG and 3.84 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.56 MG, or 41% of that allowed by permit. Maximum daily flow processed was 1.84 MG, on 02 August 2013. Precipitation for the month totaled 2.43", with a daily maximum of 1.01" on 09 August 2013.

Septage receiving for the period totaled 194,350 gallons, down 2% from the previous month. Removal rates for BOD and TSS for the period were 97.2% and 96.5%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 195 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.

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

Adoption of Post-Issuance Compliance Policy for Tax Exempt Obligations

GM Blanchette requested the vote for adoption of the proposed Post-Issuance Compliance Policy as prepared by the District's bond counsel, James Saffian of Pierce Atwood.

IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) TO ADOPT THE POST-ISSUANCE COMPLIANCE POLICY.

Strategic Plan Workshop and Adoption of Workshop Minutes

The Board reviewed the draft minutes of the Strategic Plan Workshop held on 22 August 2013. Following several suggested changes and additions, Chair Priest requested that the minutes be revised and re-distributed to the Trustees and to table adoption at this time. It was suggested that another workshop be scheduled so the full Board could attend and provide additional input and direction to the Plan.

Finance Manager's Report

- TRIO Billing Software: FM Caron reported that the district will be purchasing the TRIO Billing Software package for implementation in January 2014. The software is specifically designed by a Maine based company in Bangor, for water and wastewater systems. It is currently in use by a large number of Maine communities.
- 2014 Budget: FM Caron noted that the 2014 draft operations budget is being prepared and will be available, as per Charter, two weeks prior to the Annual Budget meeting scheduled for 30 October. With the inquiry to our largest customers on their 2014 water use projection, she is attempting to develop a more accurate revenue projection for 2014.
- MMA Dividend Check: FM Caron reported that the district has received a dividend check from the Maine Municipal Association in the amount of \$4,048. The check is a rebate on the premiums paid

for our Worker's Comp (W/C) and Property & Casualty (P&C) insurances. The W/C portion was \$1,236 and the P&C portion was \$2,812.

Assistant General Manager's Report

- Bowdoin Park Sump Pump Relocation Project Update: AGM Pontau distributed the 10 September 2013 *Draft Assessment of Groundwater Table Conditions Relative to Sewer Infrastructure* prepared by Ransom Consulting, Inc. The report is "an assessment of the shallow groundwater system as it relates to potential infiltration issues within the sewer system infrastructure..." in Brunswick. The report summarizes the conclusions and recommendations based on the analysis of the data gathered. Its purpose is to examine how the response of groundwater to precipitation may be contributing to excesses in sewer flow. The report concluded that "it is apparent that infiltration to the system is strongly influenced by the shallow groundwater system rising and falling in response to precipitation events, including rainfall and snowmelt." and identified areas within the system where the infiltration is more pronounced. AGM Pontau noted these areas will be the focus for I&I reduction efforts.

AGM Pontau reported that he will be preparing a Request for Proposals (RFP) for the relocation of seven sump pump discharges from the sanitary sewer system to the Town's storm water system on MacMillan Drive. He expects to complete this project this year.

- Report of MMA Annual LEADER Program Survey: AGM Pontau distributed the letter report from Lance Lemieux, Loss Control Consultant with the Maine Municipal Association's Risk Management Division. The annual survey is conducted to review our safety program. MMA was pleased with the development of the Fleet Safety Policy, as well as with the current Employee Safety Manual and the Personal Protective Equipment Policy and safety training conducted throughout the year and to incorporate web-based technology into the safety program. The report recommended review of all confined space entry permits to determine any program changes, and to conduct annual confined space rescue training.
- MWWCA Fall Convention presentations: AGM Pontau noted he will be doing two presentations at next week's Maine Waste Water Control Association's Fall Convention. The first presentation is on Free Apps, Software, and Websites You Can Benefit From. The second on Trickling Filter Operations.

General Manager's Report

- GM Annual Performance Evaluation: GM Blanchette reminded the Trustees that his performance evaluation is coming due. He will provide them with the forms and the information from the 2012 evaluation. Chair Priest requested that Trustee Green be the point person for summarizing the Trustee's comments.
- Times Record Contact: GM Blanchette noted he met with Mr. Robert Mentzinger, Managing Editor of the Times Record to discuss the development and submission of articles concerning the District and upcoming projects. He is currently preparing the first article.
- JETCC Workshop at BSD: GM Blanchette noted that the Joint Environmental Training Coordinating Committee (JETCC) will be conducting a workshop for municipal officials on Understanding Water and Wastewater Infrastructure here at BSD on the evening of November 21 at 5:30 PM. The Trustees are invited if they wish to attend. GM Blanchette noted he had drafted a memo to Town officials but

had not yet sent it. Chair Priest recommended including local fire departments and public works departments.

- Emergency Preparedness Workshop: GM Blanchette distributed information on a Risk Management, Emergency Preparedness, and Business Continuity Planning for Water and Wastewater Utilities workshop he will be attending on September 25th.
- GM Vacation: GM Blanchette reminded the Trustees that he will be on vacation the week of September 30th, and will be out-of-state.

Schedule of Upcoming Meetings and Events

The upcoming meetings and workshops are as follows:

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| • Trustee Regular | Thursday | 12 September 2013 | 8:30 am |
| • TSD Meeting | TBD | | |
| • TP Committee Meeting | TBD | | |
| • Trustee Regular | Thursday | 10 October 2013 | 8:30 am |
| • Trustee Annual Budget | Wednesday | 30 October 2013 | 7:00 pm |

GM Blanchette noted the Topsham Sewer District Board of Trustees has offered to meet on Wednesday, September 25th. GM Blanchette was instructed to see if Tuesday evening, September 24th will work for TSD.

The Treatment Plant Upgrade Committee will meeting at 8:30 am Friday, September 13th at BSD.
The next Strategic Plan workshop will be discussed at the October Board meeting.

Remarks from the Chair

Chair Priest thanked the Trustees present, GM Blanchette, AGM Pontau, FM Caron, Mr. Munsey for their time.

Adjournment

There being no further business before the Board of Trustees,

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADJOURN THE MEETING AT 10:24 AM.

Attest: _____

David N. Barbour
Clerk, Board of Trustees