

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**10 October 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 8:38 pm on Thursday, 10 October 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).

**Meeting Advertisement**

The meeting was advertised in the Friday, 27 September 2013, edition of the *Times Record*.

**Public Comment**

GM Blanchette noted he received an anonymous note from a customer requesting the District send security envelopes with the billing statement like the Water District does. FM Caron noted that it is more expensive for security envelopes but she will look into current costs for the Board's review. The same customer also referred to the *District Digest* note regarding wipes being flushed and requested a definition of "wipes." GM Blanchette noted that the article states "if it is not toilet paper, it is not flushable". He noted he is unsure how to make that clearer. GM Blanchette noted that since the author is unknown he was unable to respond to their request.

GM Blanchette noted he received a request from Mr. Wayne Zazeski, a building contractor, requesting the Board consider a further adjustment to the sewer use bill for the property at 16 Zeitler Farm Road noting that all of the water use was for outside watering. This is an agenda item for this meeting.

**Minutes of Previous Meeting**

The Trustees reviewed the minutes of the 12 September 2013 Regular Board meeting.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN AND VOTED BY THE TRUSTEES PRESENT, (5-0), TO ACCEPT THE MINUTES OF THE 12 SEPTEMBER 2013 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.*

The Trustees reviewed the minutes of the 24 September 2013 Board of Trustees Joint Meeting with the Topsham Sewer District Board of Trustees.

*IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY TRUSTEE GREEN AND VOTED BY THE TRUSTEES PRESENT, (4-0), WITH TRUSTEE BARBOUR ABSTAINING, TO ACCEPT THE MINUTES*

*OF THE 24 SEPTEMBER 2013 BOARD OF TRUSTEES JOINT MEETING THE TOPSHAM SEWER DISTRICT BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.*

**Petition for Relief of Sewer Use Billing – Mr. Zazeski, 16 Zeitler Farm Road**

GM Blanchette noted Mr. Zazeski is a building contractor who constructed a new house at 16 Zeitler Farm Road. He is requesting an additional adjustment to the sewer use bill of July 16, 2013. Mr. Zazeski noted that all of the water used was for outside watering. Ms. Dutton has adjusted the bill, per policy, from 7,500 cubic feet to 3,800 cubic feet for a reduction of \$173.35. Mr. Zazeski is seeking a further reduction of the sewer use charge. GM Blanchette noted he requested the Certificate of Occupancy issuance date from the Codes Office, which was 23 July 2013. He noted based on the fact that the house was not occupied during the billed quarter, the District's recommendation was to reduce the net billed from 3,800 cubic feet (\$178.03) to the required minimum of 800 cubic feet (\$37.48) for an adjustment of \$140.55.

*IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE BARBOUR AND VOTED BY THE TRUSTEES PRESENT, (5-0), TO ACCEPT THE PETITION FOR AN ADDITIONAL REDUCTION OF SEWER USE BILLING FOR MR. ZAZESKI, 16 ZEITLER FARM ROAD FROM \$178.03 TO \$37.48.*

**Treasurer's Report**

Financial: Trustee Green noted the August 2013 Variance Analysis report shows billing revenue \$2,000 below projection and non-billing revenue is \$3,000 ahead of projection, which is more on target. Expenditures are \$90,000 behind anticipated and it was noted that once the construction cost come in for College Street this number will even out. Trustee Green noted the receivables are down, currently at \$24,800 and liens are steady at \$600.

Forecasted vs. Actual Revenue: Trustee Green noted that residential, Brunswick Landing, and septage operating revenues are currently ahead and Commercial, Topsham Sewer and Catch Basins are behind showing an overall \$1,641 below projection. FM Caron noted that Maplewood Homes on Bath Road recently changed ownership and the final reading was over by \$15,000. Ms. Dutton made several attempts to contact the owners with no response and sent the bill expecting a call, instead they paid it. AGM Pontau has sent a crew to check the flow meter, but could find no cause for the higher readings.

Capital Budget & Expenditure Report: Trustee Green noted that the Capital projects completed were overall higher than expected. The Board questioned Management on Maintenance of Lines and the Instrumentation line items since both were considerably under budget. GM Blanchette noted in 2012 there was no line item in the Maintenance of Lines account for emergency repairs and there were two breaks, therefore it was added to the 2013 budget, but we have no line breaks this year. He also noted that Instrumentation was for flow charts that Mr. Thulen typically orders towards the end of the year. The Board requested a column on the spreadsheet that denotes status of each project, (complete, in progress, etc.)

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 available options with Pennell's closing, Mr. Pidot, Jam-Audio and also questioned if the District had AED's available; GM Blanchette noted that the District will miss having Pennell's as a supplier, but there are other options available; FM Caron noted Mr. Pidot had a final bill that both he and the title company paid, therefore we reimbursed the customer; AGM Pontau noted that Jam-Audio was for speakers for the supervisor's truck that unexpectedly stopped working. AGM Pontau also noted we have two AED's, one in each building. He also noted that 2/3 of the cost of the AED's were through a MMA safety grant.

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

AGM Pontau reported that the total flow to the treatment plant for September 2013 was 58.4 MG, up approximately 21% from the previous month and up 24% from this time last year. Flows of 9.46 MG and 4.76 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.94 MG, or 51% of that allowed by permit. Maximum daily flow processed was 2.86 MG, on 14 September 2013. Precipitation for the month totaled 7.33", with a daily maximum of 2.65" on 02 September 2013.

Septage receiving for the period totaled 174,050 gallons, down 10% from the previous month. Removal rates for BOD and TSS for the period were 96.2% and 94.1%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 166 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.

### **2014 Operations Budget Update**

GM Blanchette noted to the Board that the Managers from the Collections, T/P and Admin Divisions were providing information for the 2014 budget. He noted letters had been sent to our larger customers inquiring about possible changes in their water usage for 2014. GM Blanchette noted once the proposed budget is completed, he will e-mail it to the Board at least 2 weeks prior to the Annual Budget meeting.

### **Recreation Department – Lishness Field Ice Hockey Rink Improvements**

GM Blanchette noted an earlier conversation regarding the Recreation Department's desire to pave the front portion of the ice rink and noted the suggestions from the Trustees regarding the use of pervious pavement or pavers were provided to Mr. Farrell for consideration. GM Blanchette provided e-mail correspondence from Mr. Farrell that the project is now on hold due to the higher than expected cost. He noted there will be no formal request at this time.

### **Strategic Plan Workshop**

GM Blanchette noted he would like to schedule another Board Strategic Plan Workshop. Discussion was made among the Board and the next workshop was scheduled for 21 November 2013 at 8:30 am.

### Finance Manager's Report

- TRIO Billing Software: FM Caron noted that she is still working with TRIO to get this program up and running. She noted the last billing will be done in December and is still looking at a 01 January 2014 start date for the new billing software.
- 2014 Budget Process Update: FM Caron noted that this was previously covered.

### Assistant General Manager's Report

- Bowdoin Park Sump Pump Relocation Project Update: AGM Pontau noted he put out to bid the Bowdoin Park Sump Pump Removal contract and H.C. Crooker & Sons was the low bid with a lump sum cost of \$35,825.00. He noted that although this is an expensive project he believes the data the District will receive will be worth the cost. AGM Pontau noted he believed they will be starting at the end of October and the majority of the work will be completed within a week, with the final paving completed by the end of the year. Homeowners have already been contacted as we will need to get into the homes to complete the work. AGM Pontau noted the 12 groundwater monitoring wells will remain around town and the levels will be recorded on a monthly basis. Trustee Green requested seeing the plans Wright Pierce designed to send out for bids, which AGM Pontau noted he would provide.
- MRRA Contract Work: AGM Pontau presented an article published in *The Times Record* regarding sewer line repairs the District will be completing at Brunswick Landing under an agreement with MRRA. He noted that he was unaware this would be in the newspaper and that it was not completely correct. AGM Pontau noted that the cost was \$47,000 not \$75,000. He noted that he believes MRRA authorized the \$75,000 to cover the \$18,000 maintenance contract AGM Pontau requested. He has received a verbal authorization but no signed contract yet. AGM Pontau noted eventually the District will own the lines at Brunswick Landing and the more work we can do to bring the lines up to our standards the better off we are.

Trustee Sartoris questioned if the contract had been reviewed by legal counsel. AGM Pontau noted that the contract was based on a previous construction contract that was reviewed by both parties and signed without legal counsel's review. Members of the Board requested having it reviewed by legal counsel and possibly having an arbitration clause or at least a mediation requirement. AGM Pontau noted that he will have it reviewed.

- Lease Recycling Facility: AGM Pontau noted MRRA has an old recycling facility that is FAA property and cannot be sold but can be leased. The Collection & Pumping Division has been looking for a way to house all their vehicles and equipment indoors and building a garage that size would cost over a million dollars. AGM Pontau noted that he would like to lease the MRRA facility for one year and move the Division to that location. He believes with the current sewer repair and pending maintenance contract for MRRA, it would be beneficial to have them local. AGM Pontau noted they drove all of the trucks into the facility and there was room to spare. He also noted that the potential digester would be built next door.

AGM Pontau noted the funds for this lease is in the budget for 2014, although MRRA has given us the opportunity to move in on 01 November 2013 with 2 months free rent. He noted although this does not need a motion for approval until the budget is passed, he would like an approval to move in early as they have some work to do such as installing a bathroom, shower

and an office. Management and members of the Board voiced concerns regarding sprinkler systems, insurance, and division of the T/P and Collections and all gave approval to go ahead with the lease provided the Boards concerns are addressed.

**General Manager’s Report**

- GM Annual Performance Evaluation: GM Blanchette noted that it is time for his annual performance evaluation and will provide forms for the Board.
- Update on Maine Rural Water Wage / Benefits and Rate survey’s: GM Blanchette provided e-mail correspondence with Ms. Hebert regarding the Wage / Benefit survey. He noted they should be done shortly and he will send the report to the Board as soon as he receives it.
- MWWCA Presentation of Richard B. Goodenow Award: GM Blanchette noted the Treatment Plant received the Richard B. Goodenow Award at the Maine Waste Water Control Association’s Fall Meeting for the best all around Treatment Plant in Maine. He noted a representative from MWWCA will be here at the 14 November 2013 Board meeting to represent the award. GM Blanchette noted he is looking into having a reporter from *The Times Record* here also.

**Schedule of Upcoming Meetings and Events**

The upcoming meetings and workshops are as follows:

- Treatment Plant Upgrade  
Workshop & Public mtg.      Wednesday    23 October 2013      7:00 pm
- Trustee Annual Budget      Wednesday    30 October 2013      8:30 am
- Trustee Regular      Thursday      14 November 2013    8:30 am
- Trustee Regular      Thursday      12 December 2013    8:30 am

**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 SARTORIS, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (5-0) TO ADJOURN THE MEETING AT 9:51 AM.*

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