

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
12 December 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, 12 December 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 Dan Munsey, and Administrative Assistant Bonnie Shippen (Minutes).

Meeting Advertisement

The meeting was advertised in the Friday, 29 November 2013, edition of the *Times Record*.

Public Comment

GM Blanchette distributed to the Board a photocopy of the top section of page 2 of the November 25th edition of the *Times Record* noting the photo and caption submitted regarding the 2013 Richard B. Goodenow Award presented to the Treatment Plant staff by the Maine Waste Water Control Association. GM Blanchette noted he was very pleased with the title "Sewer District Honors" and the respect accorded the District.

Correspondence

- GM Blanchette distributed a letter from Chair Priest to the Brunswick Town Manager dated 21 November concerning the Zoning Ordinance review process and the response letter from the Planning Department dated November 22nd. The Zoning Ordinance review is an agenda item for this meeting.
- GM Blanchette distributed a copy of a thank you note from Mr. Croft of 29 Willow Grove for, in his words, 'sheparding through' his request last month for a billing adjustment.
- GM Blanchette distributed a copy of the letter from the Maine Municipal Association's Risk Management Services announcing the approval of our application for a safety grant for the purchase of a power lift gate. He noted AGM Pontau will cover this item in his report.

Adoption of Minutes of Previous Meetings / Workshops

The Trustees reviewed the minutes of the 14 November 2013 Regular Board meeting.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN AND VOTED BY THE TRUSTEES PRESENT TO ACCEPT THE MINUTES OF THE 14 NOVEMBER 2013 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.

Treasurer's Report

Financial: Trustee Green noted the November 2013 Variance Analysis report shows billing revenue \$56,000 above projection and non-billing revenue is \$35,000 ahead of projection. Expenditures are \$80,000 behind anticipated, indicating an overall positive revenue of \$171,000. Trustee Green noted the receivables are down, currently at \$22,600 and liens remain at \$600. Trustee Green noted billing revenues fluctuate with the billing cycle. Finance Manager Caron noted that the revenue is higher due MRRRA jobbing and also the billing increase for Maplewood Manor Mobile Home Park. She noted that the new owners of Maplewood are aware that the readings are much higher than previous but have yet to note any concerns. Discussions were made among the Board and Management regarding the best way to analyze the problem. AGM Pontau noted that they have made numerous attempts to contact and offer assistance and the current owners have not responded nor requested our assistance to help find the problem. The Board members stated concerns that the residents of Maplewood Park will have the increase passed onto them. GM Blanchette noted we can send a letter to the owners stating the District's willingness to take over the wastewater flow meter's operations and maintenance. AGM Pontau noted that he has made the offer several times and Ms. Dutton has also attempted contact but they have not responded. He noted they will continue to monitor the rates and hope that when they receive the latest billing they will contact us for assistance.

Forecasted vs. Actual Revenue: Trustee Green noted that Residential, Brunswick Landing and Septage operating revenues are currently running ahead and Commercial, Topsham Sewer and Catch Basins are behind, indicating an overall \$55,245 above projection.

Capital Budget & Expenditure Report: Trustee Green noted that the Capital Budget is in good shape showing only 5% over budget. He noted that other than Bowdoin Park, which is on-going, all other budgeted construction projects are completed and under budget. AGM Pontau noted that College Street is completed but we have not received the final bill for the project.

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.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for November 2013 was 45.0 MG, down approximately 10% from the previous month and down 2% from this time last year. Flows of 7.68 MG and 3.32 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.50 MG, or 39% of that allowed by permit. Maximum daily flow processed was 2.32 MG, on 28 November 2013. Precipitation for the month totaled 3.94", with a daily maximum of 2.85" on 27 November 2013.

Septage receiving for the period totaled 156,000 gallons, down 20% from the previous month. Removal rates for BOD and TSS for the period were 98.1% and 97.8%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 160 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.

Commitments: 01 January to 31 March 2014

IT WAS MOVED BY VICE CHAIR SARTORIS, SECONDED BY CHAIR PRIEST, 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 JANUARY 2014 TO 31 MARCH 2014.

Motion to Add Accounts to the Uncollectible List

FM Caron distributed a list of seven accounts that have gone through bankruptcy and need to be written off. She noted she has been working with Ms. True to compile this list. She noted that since they have claimed bankruptcy, the customer can pay if they choose to but the District cannot collect on the debt.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN AND VOTED BY THE TRUSTEES PRESENT, (4-0), TO ADD THE SEVEN LISTED ACCOUNTS TO THE UNCOLLECTIBLE LIST.

Trustee Harvey arrived 9:22 am.

Presentation of Adopted 2014 Operations Budget

FM Caron distributed the final bound copy of the 2014 Brunswick Sewer District Budget to the Board. GM Blanchette reviewed items removed and added to the budget and answered questions from the Board.

Revisions to By Laws: First Vote for Adoption

GM Blanchette distributed a full copy of the Bylaws noting the two revisions that were discussed at the October Board meeting are on page 1. Changes would be made to the day and time the Board meetings are held and also noting that only when a Board member is actually in attendance at a meeting are they allowed to vote.

IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE BARBOUR AND VOTED BY THE TRUSTEES PRESENT, (5-0), TO ACCEPT THE CHANGES AS NOTED IN THE DISTRICT BYLAWS.

Acceptance of Wastewater Facilities: McKeen Street Landing, Phase IV

AGM Pontau noted that this is the final section of McKeen Street Landing, the former U.S. Navy housing known as Cape Hart. The Town of Brunswick took over ownership of the final 3 streets in the development (in November 2013) and the developer, Affordable Midcoast Housing, LLC, is now requesting the District takeover ownership of the remaining public sanitary sewer facilities. The letter request and the District prepared Facilities Acceptance Resolution was distributed to the Board. AGM Pontau noted that all lines have been inspected and this is Phase IV and the final streets to be taken over.

FACILITIES ACCEPTANCE RESOLUTION.

*PHASE IV, MCKEEN STREET LANDING
BRUNSWICK, MAINE.*

12 DECEMBER 2013

WHEREAS The Affordable Midcoast Housing, LLC of Auburn, Maine is owner of sanitary sewer lines within the right-of-ways of: Shobe Avenue, Windorf Circle, and Krampf Circle; collectively known as McKeen Street Landing, and identified as Phase IV, all in the Town of Brunswick, Maine, which gravity sewer lines are eight (8) inches in diameter for approximately 1,578 feet in length, which gravity sewer lines are six (6) inches in diameter for approximately 124 feet in length; and includes twelve (12) sanitary maintenance holes; and

WHEREAS The Affordable Midcoast Housing, LLC of Auburn, Maine has expressed its desire to effect a transfer of ownership of these sanitary sewer lines from the Affordable Midcoast Housing, LLC to the Brunswick Sewer District, all as more particularly described in a letter request by The Affordable Midcoast Housing, LLC dated 11 December 2013 and on file at Brunswick Sewer District offices; and

WEREAS The Brunswick Sewer District is the appropriate entity to own and maintain said sanitary sewer facility;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Brunswick Sewer District does hereby accept ownership of the sanitary sewer facilities hereinabove described.

IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE BARBOUR AND VOTED BY THE TRUSTEES PRESENT, (5-0), TO ACCEPT AND TAKE OVER THE WASTEWATER FACILITIES AT MCKEEN STREET LANDING, THE FORMER U.S. NAVY HOUSING KNOWN AS CAPE HART.

Discussion of Private Facilities in the Public Way – RE: Repair and Maintenance Responsibility

GM Blanchette distributed correspondence from the Brunswick Public Works Department noting that they consider the District to be responsible for and liable for safe operation and maintenance of private sewer facilities in the public way. He noted the email received was in regards to a manhole on Sparwell Lane that needed repair. The facility is owned by The Pines Homeowner's Association. The Town has tried unsuccessfully in the past to have the owners undertake the needed repair work. GM Blanchette responded to DPW that this issue will have to go to the Board of Trustees for review, but in the meantime the District would perform the repairs.

The Board discussed the matter including how many properties in town would this apply to and how should this be dealt with in the future. Discussion was made regarding the possibility of creating a maintenance agreement with the property owners that have private facilities in a public way or possibly taking over ownership. GM Blanchette noted that at one time The Pines Homeowner's Association did approach the District to take over their pump station and force main but the Board at that time declined. GM Blanchette pointed out that he believes the focus of the Town's stand is only for private facilities that required a permit from the Town to locate within the public way. The Town requires the District to apply for the permit on behalf of the private owner or developer. He noted that almost every customer has a portion of their sewer line within the public way.

The Board members noted they would like to see a written policy in place for future issues and requested a draft for the January meeting.

Update on Zoning Ordinance Rewrite

GM Blanchette noted that he and AGM Pontau attended the Group Stakeholder Interview meeting on December 4th. This meeting was attended by members from BSD, BTWD, MRRRA and Bowdoin College. He noted the goal of the Zoning Ordinance Rewrite is to “incorporate the 2008 Comprehensive Plan’s goals into the Zoning Ordinance.” GM Blanchette noted a key objective was to utilize the water, sewer, and storm water systems to promote the desired pattern of growth. He noted that he has requested an amendment to the ordinance to include BSD in the sign-off process for a Change-of-Use permit.

GM Blanchette noted he would like the Board to have an opportunity, should they desire, to provide comments or suggestions to the zoning ordinance. The Town has noted that suggestions can be provided at any time, but would prefer submittals within the January-February timeframe. The first in-house draft for Town review is scheduled for May 2014. Following some discussion, the Trustees requested that the Director of Planning and Development be invited to attend the next Board meeting.

Finance Manager’s Report

- Remote Payment Program: FM Caron noted that Brunswick and Topsham Hannaford’s have collected payments since 1993 under a two-year agreement that has never been revisited. She noted that with programs such as online payments and automatic withdrawals, remote payments have decreased and Management would like to dissolve remote payments. FM Caron noted that they have had problems with Hannaford losing payments and paperwork incorrectly filled out. She noted they receive about 60 payments a quarter. The Board members suggested looking into putting up a locked box that customers could drop payments into. If that is not a possibility they requested giving customers at least a three month notice. FM Caron noted she will look into this. GM Blanchette noted that removing this program will require Board approval.
- Annual Financial Audit Schedule: FM Caron noted the annual audit is scheduled for February 10-13th. She noted the staff has been working diligently and will be ready for the audit. FM Caron noted her appreciation to her staff for helping her organize and get ready for the annual audits.
- GFOA Best Practices Topics: FM Caron distributed to the Board the “Best Practice Communicating Capital Improvement Strategies.” She noted it was provided for informational reading material for the Board.

Assistant General Manager’s Report

- College Street Close-Out Cost: AGM Pontau noted that the project is complete and he distributed a cost breakdown to the Board. He noted we have not been billed for the project yet but expect it anytime.
- Local Utility Meeting Report: AGM Pontau distributed a copy of the notes taken at the Utility & Street Plan meeting with Brunswick Public Works and the Brunswick Topsham Water District. The notes detail potential projects to be completed in 2014.
- Safety Grant Award: AGM Pontau noted Aaron Temple, on behalf of the Health and Safety Committee, applied for and was awarded a \$2,000 grant from MMA for a lift gate for the new utility truck. The lift gate has been installed and the grant reimbursement has been requested.

He noted this is the second MMA grant received this year. A photograph of the newly installed lift gate was included in the meeting packet.

General Manager's Report

- MRWA Rate Survey: GM Blanchette noted that the Maine Rural Water Assoc. began its rate survey in December 3013. He does not know when the report will be available. Their previous survey occurred in 2008.
- MWWCA Rate Survey: GM Blanchette reported that the Maine Waste Water Control Association has just updated a 2010 rate survey. The survey was distributed to the Trustees.
- TPO Magazine letter to the Editor: GM Blanchette distributed a letter he wrote to the TPO Magazine and the email response he received from the article.

Discussions

Chair Priest distributed goals for the Board. He requested the Board goals be an agenda item for adoption at the next meeting.

Executive Session Pursuant to 1 MRSA 405(6)(A) [Personnel Matter] General Manager Performance Evaluation

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN AND VOTED BY THE TRUSTEES PRESENT, (5-0), TO ENTER INTO AN EXECUTIVE SESSION FOR THE GENERAL MANAGER'S PERFORMANCE EVALUATION AT 10:51 AM.

The Board returned from Executive session at 11:30 am.

Appointment of General Manager

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE HARVEY AND VOTED BY THE TRUSTEES PRESENT, (5-0), TO RE-APPOINT GM BLANCHETTE WITH A 4.5 % INCREASE IN SALARY FOR THE 2014 YEAR.

Schedule of Upcoming Meetings and Events

The upcoming meetings and workshops are as follows:

- Strategic Plan Workshop Thursday 19 December 2013 8:30 am
- Trustee Regular Thursday 16 January 2014 7:00 pm
- Strategic Plan Workshop Thursday 23 January 2014 7:00 pm
- Trustee Regular Thursday 13 February 2014 7:00 pm

Remarks from the Chair

Chair Priest thanked the Trustees present, GM Blanchette, AGM Pontau, FM Caron, 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 GREEN, SECONDED BY TRUSTEE HARVEY, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (5-0) TO ADJOURN THE MEETING AT 11:33 AM.

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