

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
26 February 2014

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 7:06 PM on Wednesday, 26 February 2014, 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, Vice-Chair Sartoris, Trustee Green, and Harvey.

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). Also present from the public is Mr. Jason Coombs.

Meeting Advertisement

The meeting was advertised in the Friday, 14 February 2014, edition of the *Times Record*.

Mr. Stuart Kay from Topsham Sewer District entered the meeting at 7:12 pm.

Public Comment

- Mr. Jason Coombs spoke to the Board members and staff regarding the possibility of granting and easement on District property at the Deerfield Drive Pump Station. He noted that he owns property behind that location and has a right of way on Bath Road. He would like to build a single family home on his property but feels creating a road behind several homes off Bath Road is not being very neighborly. After much discussion Mr. Coombs noted he plans to have the property surveyed and will return with a proposal for the District.

Mr. Coombs left the meeting at 7:21 pm.

- Mr. Kay noted he is attending to observe and did not wish to speak.

Correspondence

- AGM Pontau received a thank you note from Ms. Judith Kamin at 4 MacMillan Drive thanking our staff's effort's to stop the inflow of groundwater into her basement.

Adoption of Minutes of Previous Meetings / Workshops

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

IT WAS MOVED BY TRUSTEE HARVEY SECONDED BY TRUSTEE SARTORIS AND VOTED UNANIMOUSLY BY THE TRUSTEES PRESENT (4-0) TO ACCEPT THE MINUTES OF THE 12 DECEMBER 2013 REGULAR MEETING OF THE BOARD OF TRUSTEES.

The Trustees reviewed the minutes of the 16 January 2014 Regular Board meeting. This meeting was an information meeting only and no action was taken.

Treasurer's Report

Financial: Trustee Green noted the January 2014 Variance Analysis report shows billing revenue \$33,000 above projection and non-billing revenue is \$37,000 ahead of projection. Expenditures are \$5,000 behind anticipated, indicating overall positive revenue of \$75,000. Trustee Green noted the receivables were at \$30,200 and liens remain at \$600. Finance Manager Caron noted that most of the billing revenue was from Brunswick Landing and Topsham.

Forecasted vs. Actual Revenue: Trustee Green noted that Brunswick Landing, Topsham Sewer, and Septage operating revenues are currently running ahead and Residential and commercial are behind, indicating an overall \$32,742 above projection. Non-Operating Revenue was above projection by \$30,147.

Capital Budget & Expenditure Report: Trustee Green reviewed the Capital budget report noting items purchased and status of future expenditures.

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 January 2014 was 72.6 MG, up approximately 32% from the previous month and up 24% from this time last year. Flows of 13.20 MG and 6.92 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.34 MG, or 61% of that allowed by permit. Maximum daily flow processed was 3.34 MG, on 07 January 2014. Precipitation for the month totaled 3.20", with a daily maximum of 1.34" on 06 January 2014.

Septage receiving for the period totaled 33,000 gallons, down 47% from the previous month. Removal rates for BOD and TSS for the period were 94.6% and 93.1%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 163 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 flow was very high for January but it is now leveling off.

Revisions to Bylaws: Second and Final Vote for Adoption

GM Blanchette distributed a full copy of the Bylaws noting the two revisions on page 1 that were discussed at the October and December Board meetings. Changes were 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 GREEN AND VOTED UNANIMOUSLY BY THE TRUSTEES PRESENT, (4-0), FOR A SECOND AND FINAL VOTE TO ACCEPT THE CHANGES AS NOTED IN THE DISTRICT BYLAWS.

Draft Policy on O&M of Private Facilities in the Public Way

GM Blanchette noted this draft policy came about because the Town now considers BSD to be responsible for the repairs to private facilities within the public way. Aware that situations similar to the Sparwell Lane incident will come up again in the future, the Board requested staff develop a draft policy identifying the roles and responsibilities of the District and of the facility owners, and the specific private facilities within the public way that are affected by the Town's position. This is a first draft for the Board to review. GM Blanchette noted that the policy only refers to private sewer facilities that if installed today, would require a utilities location permit from the Town. The Town requires the relevant public utility service affected to file the permit on behalf of the private developer or owner. He noted that there are other areas in the Town that are not public ways and have privately owned sanitary facilities such as Medical Center Drive (Mid Coast Hospital), Tibbetts Drive (Wal-Mart), and Mallet Park Road (Fairpoint & BIW) that did not require a utility location permit and thus the Town cannot require BSD to be responsible.

In response to an inquiry from the Chair, it was noted that the staff is aware of only three facilities that would be subject to the draft policy: The Pines' force main within Sparwell Lane, The Comfort Inn's force main within Pleasant Street, and the Maplewood Manor Mobile Home Park's force main within the Old Bath Road. In regards to our repairs to the manhole on The Pines' force main, AGM Pontau reported that The Pines Homeowners Association has paid for the repairs and is now requesting BSD accept ownership of the portion of force main within the public way. It was decided to table this item until the next Board meeting.

After some discussion it was decided that it may be in the District's best interest to accept ownership of the portions of these three force mains that are in the public way. Staff was directed to contact the other two owners to discuss this possibility. This situation would then preclude the necessity for the draft policy presented.

Discussion of Possible Sale or Donation of 2006 Sedan

GM Pontau noted that the Town's Codes Enforcement Office has asked if we would be willing to donate to them the 2006 Impala sedan. They have set aside \$1,000 for the repairs to their current vehicle, but it will cost substantially more to fix it. AGM Pontau noted that the vehicle does not get much use. In fact it was to be traded in when we purchased the two 2011 pick-up trucks, but we were offered a trade-in value substantially below the then book value. As such, we opted to keep the vehicle. GM Blanchette noted that we do testing for the town's landfill at no charge and in exchange we can take all our waste to the landfill at no charge, an average annual savings of \$4,000 to \$4,500. The value of what the Town provides to us outweighs what we do for them. He noted he agrees with AGM Pontau's suggestion to donate or sell the vehicle to the town.

IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY TRUSTEE GREEN AND VOTED UNANIMOUSLY BY THE TRUSTEES PRESENT, (4-0), TO SELL THE 2006 IMPALA SEDAN TO THE TOWN OF BRUNSWICK FOR \$1,000.

Clothing Allowance Stipend Program

GM Blanchette noted AGM Pontau and FM Caron have worked out a different management model for the Uniform (Clothing) Allowance program. Currently we have the employee charge the clothing to our accounts, we then pay the vendors or reimburse the employee when they purchase clothing from a vendor that we do not have an account with.

We have converted the program to a stipend where the employee will now have to manage their own accounts and meet the provisions of the Uniform Policy. GM Blanchette distributed the guidelines for the program. He noted that each affected employee has been provided the guidelines and has signed noting they have received, read, and understood the Clothing Stipend Memorandum.

It was noted that the allowance will be reported on the employee's W-2 as a taxable benefit. Management believes this is an easier program than tracking the clothing, making sure nobody exceeds their limit and dealing with tax on sales outside our accounts.

Finance Manager's Report

- 2013 Year End Audit Status: FM Caron noted that the auditors were here for three days. She believes they will be able to present the draft audit report at the next Board meeting. She also noted that Ms. Kathy Tyson is retiring and a new account manager has been appointed. He will accompany Mr. Tim Gill at the presentation.
- Status of New Billing Software: FM Caron noted that the first billing went out on the new software. She noted that this is a typical transition but it seems to be going well.
- Next Newsletter: FM Caron noted that the next newsletter went out in today's billing. She noted the front page articles consisted of Mr. Greg Thulen's award recognition and a letter from GM Blanchette. She will distribute copies to the Board members after the meeting.

Assistant General Manager's Report

- Acquisition of GEM Electric Vehicle: AGM Pontau noted that it was budgeted to get a Gator vehicle but decided to go smaller and get two for the price of one. He distributed a photo of the GEM car noting it has heat, doors and a hard cover roof and meets the standards for use on public roads. He noted the intention will be to keep it in the back of the spot lining trailer and while waiting for the lining to set, use the GEM car with an I-Pad to do GIS work in the area.
- Report of meeting with The Pines Homeowners Association: AGM Pontau noted he met with the homeowners Association and the meeting went well. They asked why they weren't contacted prior to us doing the repair work. AGM Pontau gave them information regarding the option of the District taking over the lines and the cost to get to our standards. He was unsure at this point what they will decide, although they did pay the invoice for the repairs the next day.
- Annual Residual Utilization Reports to EPA & MDEP: AGM Pontau noted the usual 140-page report was cut down to approximately 98 pages and it has been sent to both EPA and the MDEP. He also noted that regarding the recent inspection report from MDEP, it was noted that although it is impossible to get an "E" standard, a special footnote noted that the T/P was "Exceptional".

- 2014 Operations Goals: AGM Pontau distributed the 2014 Operations Goals list to the Board. He noted that it is becoming more difficult to make goals because the employees have already done a great job at reducing costs and there is little room to go lower. He noted this year's goals are more for public outreach. This includes an interactive kiosk outside the Mill Street Station and continuation of spot repairs. Chair Priest noted that we have a great staff, to which GM Blanchette noted his pleasure with how well AGM Pontau works with them.

General Manager's Report

- Trustee Term List: GM Blanchette distributed the Trustee term anniversaries noting Chair Priest and Trustee Barbour's terms are expiring in April. Chair Priest noted he had already had his interview but was unsure about Trustee Barbour.
- Second Article to TR & PPH: GM Blanchette distributed a copy of his next article for *The Times Record* and *Portland Press Herald*. He noted that *The Times Record* has not run it yet and the *Portland Press Herald* has received it but noted this is considered a press release and they do not generally print those. It was suggested the possibility of submitting to PPH a small photo with minimal information instead.
- LD 1532 – Model Language for Standard Sewer District Charters: GM Blanchette reported on LD 1532. The bill currently under consideration by the Legislature notes "This bill repeals the current chapter in the state's environmental laws governing sewer districts and creates a new model standard sewer district charter in statute, which includes standard language for the common provisions included in sewer district charters and all the mandatory requirements of current law, which are applied by reference to all existing sewer district charters." GM Blanchette noted that he is unsure if this means in place of, or in addition to, our Charter. He noted although he missed the public hearing, he has sent information to our attorneys for their input. Chair Priest noted if this passes we would have 90 days to respond.

Finalize Trustee Goals for 2014

GM Blanchette distributed the list of goals noted during his performance evaluation. He noted the first was the summary list prepared and provided to him. The second list was culled from each of the individual evaluations that were noted under the goals section. He included them as an FYI in case they may be of value in finalizing the 2014 goals.

The Trustees suggested combining the goals together. Chair Priest noted a goal should be an item that can be evaluated at the end of the year, as an example noting the T/P Phase I will not be completed by the end of 2014. AGM Pontau noted that while I & I reduction will be continued, it could take up to three years to see any results. GM Blanchette noted a good goal would be to finalize the Strategic Plan in 2014. The Board also questioned if there should be a plan on how to deal with pharmaceuticals in our wastewater flow. GM Blanchette noted that he will take the list and combine it for review at the next meeting.

The Board questioned if our employees are cross trained. AGM Pontau noted that the staff have an excellent skill in one specific area, yet are knowledgeable of other positions and trained to fill in if necessary. He noted the training has been informal but believe if only one employee showed up they would effectively be able to keep the T/P running.

Authorization to Proceed with Phase One of the Treatment Plant Upgrade Project

GM Blanchette requested of the Board a formal authorization to proceed with Phase One of the Treatment Plant Upgrade. He noted for 2014 that will mean obtaining a design engineering firm, finalize upgrade design documents, and send design out to bid by end of the year. He noted this will also start the discussion process regarding rates and bonding which will be on next month’s agenda. Trustee Barbour noted his approval for moving forward via speaker phone and the Board members present agreed. It was noted that the Treatment Plant upgrade is a necessity not a choice.

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE HARVEY AND VOTED UNANIMOUSLY BY THE TRUSTEES PRESENT, (4-0) TO PROCEED WITH PHASE ONE OF THE TREATMENT PLANT UPGRADE PROJECT.

Schedule of Upcoming Meetings and Events

The upcoming meetings and workshops are as follows:

- Trustee Regular Thursday 13 March 2014 7:00 pm
- Trustee Regular Thursday 10 April 2014 7:00 pm
- Trustee Regular Thursday 08 May 2014 7:00 pm

Remarks:

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

Adjournment

There being no further business before the Board of Trustees,

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE SARTORIS, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4 -0) TO ADJOURN THE MEETING AT 9:11 PM.

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