

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
08 May 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 7:07 PM on Thursday, 08 May 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 Trustee Barbour.

Members absent: Trustee Harvey.

Others present: General Manager (GM) Blanchette, Assistant General Manager (AGM) Pontau, and Camera Operator Dan Munsey. Also present were Mr. James Saffian of Pierce Atwood; Mr. Stuart W. Kay, Superintendent of Topsham Sewer District; Mr. John Crimmins, and Mr. Jim Bleikamp.

Meeting Advertisement

The meeting was advertised in the Friday, 25 April 2014, edition of the *Times Record*.

Public Comment

Mr. John Crimmins requested, and was granted permission, to speak to the Board. Mr. Crimmins noted that the Town has a conflict-of-interest policy regarding Town Council members and members of the town's Boards & Commissions. He noted that Board of Trustee member Sartoris's husband is a Town Councilor and questioned if there could be any undue influence involved. Chair Priest noted that the District operates under its own Charter and authority by law, and does not answer directly to the Town. Trustee Sartoris responded by noting that when she was notified of the policy she offered to resign as a trustee. Review of the issue by the town noted that she had been appointed to the Board prior to the development of the policy and prior to her husband being voted to the Town Council, thus grandfathering her in her position. She noted that to her understanding the Town Council has not formally adopted the policy and they need to take the issue back up, possibly as soon as they complete the Town Budget.

Mr. Crimmins and Mr. Bleikamp departed at 7:16 pm.

Correspondence

None at this time.

Adoption of Minutes of Previous Meetings / Workshops

The Trustees reviewed the minutes of the 10 April 2014 Regular Board meeting.

IT WAS MOVED BY TRUSTEE BARBOUR SECONDED BY TRUSTEE GREEN AND VOTED UNANIMOUSLY BY THE TRUSTEES PRESENT (4-0) TO ACCEPT THE MINUTES OF THE 10 APRIL 2014 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.

Treasurer's Report

Financial: Trustee Green noted the April 2014 Variance Analysis report shows billing revenue \$94,000 above projection and non-billing revenue is \$20,000 below projection. Expenditures are \$20,000 below anticipated, indicating overall positive revenue of \$87,000 ahead of projection. Capital expenses are over by \$6,000. Trustee Green noted the receivables were at \$35,000 and liens were at \$300.

Forecasted vs. Actual Revenue: Trustee Green noted that Residential, Commercial, Brunswick Landing, and Topsham Sewer operating revenues are currently running ahead. Septage and Catch Basins are behind by \$2503 and \$31 respectively, indicating an overall \$93,463 above projection. Non-Operating Revenue projections were down \$11,417. AGM Pontau noted that Brunswick Landing was up substantially due to I&I. GM Blanchette noted that based on the April reading, Brunswick Landings' revenue for April may be around \$45,000. GM Blanchette then referred the Board to the Interest Earned item noting that while it is some \$142 below projection, it reflects FM Caron efforts to develop a more accurate estimation for the budget. Chair Priest inquired as to the \$920 negative balance in the Miscellaneous Revenue line item. GM Blanchette noted that with the sale of the 2006 Impala at less than its book value, we needed to book the loss against its sale revenue.

Warrants: The weekly Warrants for April 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 April 2014 was 88.6 MG, up approximately 46% from the previous month and up 25% from this time last year. Flows of 14.8 MG and 7.3 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.95 MG, or 51% of that allowed by permit. Maximum daily flow processed was 3.97 MG, on 09 April 2014. Precipitation for the month totaled 2.94", with a daily maximum of 0.86" on 08 April 2014.

Septage receiving for the period totaled 129,500 gallons, up 311% from the previous month. Removal rates for BOD and TSS for the period were 95.4% and 96.4%, respectively. A total of 202 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.

Discussion with Bond Counsel regarding TP Upgrade Project Financing

Mr. James F. Saffian of Pierce Atwood, LLP of Portland, discussed bond financing for the upcoming treatment plant upgrade project.

Mr. Saffian first discussed the difference between authorization of debt and the issuance of debt. He noted that the Board can authorize debt in an amount that is higher than the debt limit allowed by Charter, but cannot issue bonds in an amount greater than the debt limit. The current debt limit of the District is \$20 million and its current debt is some \$1.5 million, allowing for new debt of some \$18.5 million. The preliminary estimated cost for the upgrade project, known as Phase 1, is around \$22 million. To fund the full project through a bond will require the District to seek an increase in its debt limit. This would be an amendment to the Charter which requires a public hearing to receive comments, then submitting the proposed amendment to Town Council. Upon council approval the amendment is sent to the Legislature for enactment. Typically the legislature will require a referendum approval. Mr. Saffian went on to note that pursuant to recent legislation, the district has the opportunity to submit the amendment directly to the voters of the District in a referendum election.

Mr. Saffian went on to explain the two documents he has prepared for Board review and adoption. The first document is titled Declaration of Official Intent Pursuant to Treasury Regulation §1.150-2. The purpose is for the District to declare its official intent to reimburse itself for expenditures made on the Project with the proceeds of bonds or notes. This allows for the reimbursement regardless if the bonds or notes are issued as taxable or tax-exempt. Adoption of this Intent does not bind the District to any course of action.

The second document is titled Board of Trustees Resolution Authorizing Sewer Bonds in an Amount Not To Exceed \$22,000,000. Adoption of this resolution authorizes the District through its Board to borrow up to \$22 million from the Maine Municipal Bond Bank or other qualified lender. As he had noted earlier, the Board can duly authorize debt in an amount greater than the debt limit, but it cannot issue any debt beyond the limit unless, and until, the debt limit has been increased.

Chair Priest asked if there is a standard formula for a debt limit. Mr. Saffian responded there is not, the debt limit is based on the individual need of the organization based on known and foreseeable needs.

The Board thanked Mr. Saffian for his time.

Mr. Saffian departed the meeting at 8:21 p.m.

Consider Adoption of the Declaration of Intent

DECLARATION OF OFFICIAL INTENT PURSUANT TO TREASURY REGULATION §1.150-2

WHEREAS, the Brunswick Sewer District (the “District”) intends to proceed with the Project described below; and

WHEREAS, the District may finance some or all of the costs of the Project (defined below) through the issuance of bonds or notes in anticipation thereof, which bonds and/or notes are expected to be tax exempt obligations as described in Section 103(a) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the District may incur certain of the costs of the Project prior to the issuance of such notes or bonds and the District expects to be reimbursed from the proceeds thereof; and

WHEREAS, Treasury Regulation § 1.150-2 requires that the District declare its official intent to reimburse itself for such expenditures with the proceeds of such notes or bonds; and

NOW, THEREFORE, the Board of Trustees of the District does hereby declare the District's official intent as follows:

1. General Description of Property to which Reimbursement Relates. The following is a reasonably accurate general functional description of the type and use of the property with respect to which reimbursements will be made (the "Project"):

Treatment Plant Upgrade (Phase 1) and other improvements ancillary and related thereto.

2. Declaration of Intent. The District reasonably expects to reimburse itself for expenditures made on the Project with the proceeds of bonds or notes in anticipation thereof to be issued by the District to finance the costs of the Project in the maximum principal amount of \$22,000,000.
3. Public Availability of Official Intent. This Declaration of Official Intent shall be maintained as a public record of the District.
4. Treasury Regulations. This is a declaration of official intent pursuant to the requirements of Treasury Regulations §1.150-2.
5. Authority for Declaration. This declaration is adopted pursuant to approving action of the Brunswick Sewer District Board of Trustees.

A true copy, duly adopted May 08, 2014:

General Manager, Brunswick Sewer District

IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE BARBOUR AND VOTED UNANIMOUSLY BY THE TRUSTEES PRESENT (4-0) TO ADOPT THE DECLARATION OF OFFICAL INTENT PURSUANT TO TREASURY REGULATION §1.150-2 AS PREPARED AND PRESENTED BY BOND COUNSEL.

Consider Adoption of the Bond Resolution

BRUNSWICK SEWER DISTRICT
BOARD OF TRUSTEES RESOLUTION
AUTHORIZING SEWER BONDS
IN AN AMOUNT NOT TO EXCEED \$22,000,000

WHEREAS, the Brunswick Sewer District (the "District") intends to finance the following improvements, together with all architectural and engineering fees and other Costs (as defined herein) with respect thereto and other services related thereto (the "Project"):

Treatment Plant Upgrade (Phase 1) and other improvements ancillary and related thereto; and

WHEREAS, the District desires to finance the Costs of such Project by issuing its sewer bond in the maximum aggregate amount of \$22,000,000 and to borrow such money either through the State Revolving Loan Fund of the Maine Municipal Bond Bank (the "Bond Bank"), or through such other fund or program administered by the Bond Bank and for which the Project is eligible or from such other qualified lender as the District shall determine;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of the Brunswick Sewer District (the "Board") Assembled:

THAT: Pursuant to the District's Charter, Chapter 103 of the Private and Special Laws of 1981 and all amendments thereof and acts additional thereto, and all other authority thereto enabling, there is hereby authorized and approved the issuance of the bonds of the District, to be issued at one time or from time-to-time, in an aggregate principal amount not to exceed \$22,000,000, the proceeds of which shall be used to finance the Costs of the Project above-described.

THAT: The bonds shall be dated as of such date or dates, mature at such time or times (but not to exceed 40 years from the date of issuance) and in such amounts, bear interest at such rate or rates, and to be in such form and contain such terms and provisions as the Treasurer and the Chairman of the Board of Trustees may approve, such approval to be conclusively evidenced by their execution thereof.

THAT: The District is authorized to borrow money in anticipation of said bonds by the issuance and sale of notes or renewal notes in anticipation thereof and to determine the date, form, interest rate, maturities (not to exceed 5 years from the date of issuance) and all other details of each issue of notes, including the form and manner of their sale and award, subject to the provisions of the law, the District's Charter and these Resolutions.

THAT: Each bond or note issued hereunder shall be signed by the Treasurer and the Chairman of the Board of Trustees, and shall be sealed with the seal of the District, attested to by its Clerk.

THAT: The Treasurer be and hereby is authorized to provide that any of the bonds and notes hereinbefore authorized be made callable, with or without premium, prior to their stated date(s) of maturity,

THAT: The Treasurer and Chairman of the Board of Trustees are authorized, in the name of and on behalf of the District, to enter into a loan agreement with the Bond Bank in conjunction with the issuance of the bonds, in the aggregate principal amount not to exceed \$22,000,000, with a term not to exceed the term of the bonds, said loan agreement to be in the usual and ordinary form utilized by the Bond Bank in connection with the State Revolving Loan Fund (or such other fund or program administered by the Bond Bank and for which the Project is eligible) which is hereby approved, and to contain such other terms and provisions, not contrary to the general tenor hereof, as the Treasurer and Chairman of the Board of Trustees may approve, their approval to be conclusively evidenced by the execution thereof.

THAT: The bonds shall be transferable only on the registration books of the District kept by the transfer agent, and said principal amount of the bonds of the same maturity (but not of other maturity) in the denomination approved by the Treasurer, upon surrender thereof at the principal office of the transfer agent, with a written instrument of transfer satisfactory to the transfer agent duly executed by the registered owner or his attorney duly authorized in writing. Upon each exchange or transfer of a bond the District and the transfer agent shall make a charge sufficient to cover any tax, fee or any other governmental charge required to be payable with respect to such exchange or transfer, and with respect to such exchange or transfer, and subsequent to the first exchange or transfer, the cost of preparing new bonds upon exchanges or transfer thereof to be paid by the person requesting the same;

- THAT:** The Treasurer and Chairman of the Board of Trustees from time to time shall execute such bonds as may be required to provide for exchanges or transfers of bonds as heretofore authorized, all such bonds to be signed by the Treasurer and the President of the Board of Trustees, and shall be sealed with the seal of the District, attested to by its Clerk.;
- THAT:** If the bonds and notes hereinbefore authorized are issued on a tax exempt basis, the Treasurer, to the extent permitted and available under the Internal Revenue Code of 1986, as amended (the "Code") be and hereby is authorized to designate the bonds and notes hereinbefore authorized, or portion thereof as may be issued from time-to-time, as qualified tax-exempt obligations for purposes of Section 265(b) of the Code.
- THAT:** If the bonds and notes hereinbefore authorized are issued on a tax exempt basis, the Treasurer be and hereby is authorized to covenant and certify on behalf of the District that no part of the proceeds of the issue and sale of the bonds and notes hereinbefore authorized shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause such notes or bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended.
- THAT:** If the bonds and notes hereinbefore authorized are issued on a tax exempt basis, the officers executing such bonds and notes be and hereby are individually authorized to covenant and agree, on behalf of the District, for the benefit of the holders of the bonds or notes, that the District will file any required reports and take any other action that may be necessary to ensure that interest on the bonds or notes will remain exempt from federal income taxation, and that the District will refrain from any action that would cause interest on the bonds or notes to be subject to federal income taxation.
- THAT:** The Treasurer be and hereby is authorized to covenant, certify and agree, on behalf of the District, for the benefit of the holders of such bonds, that the District will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to insure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met;
- THAT:** If any of the officers or officials of the District who have signed or sealed the bonds and notes hereinbefore authorized shall cease to be such officers or officials before the bonds or notes so signed and sealed shall have been actually authenticated or delivered by the District, such bonds or notes nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such bonds notes had not ceased to be such officer or official; and also any such bonds or notes may be signed and sealed on behalf of the District by those persons who, at the actual date of the execution of such bonds or notes, shall be the proper officers and officials of the District, although at the nominal date of such bonds or notes any such person shall not have been such officer or official.
- THAT:** The term "Cost" or "Costs" as used herein and applied to the Project, or any portion thereof, includes, but is not limited to (1) the purchase price or acquisition cost of all or any portion of the Project; (2) the cost of construction, building, alteration, enlargement, reconstruction, renovation, improvement, and equipping of the Project; (3) the cost of all appurtenances and other facilities either on, above, or under the ground which are used or usable in connection with the Project; (4) the cost of landscaping, site preparation and remodeling of any improvements or facilities used or usable in connection with the Project; (5) the cost of all labor, materials, building systems, machinery and equipment incurred with respect to the Project; (6) the cost of land, structures, real property interests, rights, easements, and franchises acquired in connection with the Project; (7) the cost of all utility extensions and site improvements and development relating to the Project; (8) the cost of planning, developing, preparation of specifications, surveys, engineering, feasibility studies, legal and other professional services associated with the Project; (9) the cost of environmental studies and assessments relating to the Project; (10) the cost of financing charges and issuance costs, including premiums for insurance, interest prior to and during construction, interest following completion of construction but not beyond 3 years from the issue date,

underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses relating to the financing transaction; and (11) the cost of all other financing authorized hereunder, whether related or unrelated to the foregoing.

THAT: The investment earnings on the proceeds of the bonds and notes hereinbefore authorized, if any, and the excess proceeds of such bonds and notes (including premium), if any, be and hereby are appropriated for any of the following purposes:

1. To any Costs of the Project;
2. If issued on a tax exempt basis, in accordance with applicable terms and provisions of the Arbitrage and the Use of Proceeds Certificate delivered in connection with the sale of the bonds or notes;
3. To pay interest on the bonds;
4. To the District's General Fund.

THAT: The Treasurer, Chairman of the Board of Trustees and Clerk and other proper officials of the District be, and hereby are authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all such financing documents, contracts, agreements, assignments, certificates and other documents as may be necessary or advisable, with the advice of counsel for the District, to carry out the provisions of the resolutions heretofore adopted at this meeting in connection with the Project, the issuance, execution, sale, and delivery by the District of the bonds and the execution and delivery of the documents, including the entering into of a loan agreement or an interim loan agreement with the Bond Bank.

THAT: If the Treasurer, Chairman of the Board of Trustees or Clerk are for any reason unavailable to approve and execute the bonds and notes hereinbefore authorized, or any of the bond documents to be delivered with respect thereto, the person or persons then acting in any such capacity, whether as an assistant, a deputy, on an interim basis or otherwise, is authorized to act for such official with the same force and effect as if such person had herself performed such act.

THAT: The following resolutions required by Section C(4)(e) of the State of Maine Revolving Loan Fund Rules, Chapter 595, Department of Environmental Protection and Maine Municipal Bond Bank (the "SRF Regulations"), and governing the loan to be made to the District under the State Revolving Loan Fund Program be and hereby are adopted:

(1) that a Project Account shall be created for the Project which shall be separate from all other accounts of the District. If operating revenues are to be used to retire the debt, a sub-account will be established.

(2) that the Project Account shall be maintained in accordance with standards set forth by the Maine Municipal Bond Bank and in accordance with generally accepted government accounting standards.

(3) that a final accounting shall be made to the Bond Bank of the total cost of the project upon completion of the Project performance certification as set out in Section G(3) of the SRF Regulations and the District acknowledges that the Bond Bank reserves the right at its sole discretion to be provided with a cost certification of the Project as built.

(4) that an annual audit of the District, prepared by a certified public accountant or licensed public accountant be provided to the Bond Bank for the term of the loan.

(5) that the District shall maintain insurance coverage on the Project in an amount adequate to protect the Bond Bank's interest for the term of the loan with the Bond Bank named as loss payee.

(6) that the District will comply with any special conditions specified by the Department of Environmental Protection's environmental determination until all financial obligations to the State have been discharged.

(7) that the District certify to the Bond Bank that it has secured all permits, licenses and approvals necessary and that it has a dedicated source of revenue for repayment.

(8) that the District establish a rate, charge or assessment schedule in order to pay principal and interest. Such rate change or schedule shall provide total operations and debt service coverage at a level at which the coverage for the Bond Bank is sufficient.

(9) that the District demonstrate the ability to pay reasonably anticipated costs of operating and maintaining the financed Project.

(10) that the District abide by the SRF Regulations, as revised and amended and relevant State statutes of the State of Maine.

THAT: During the term any of the bonds are outstanding, the Treasurer be and hereby is authorized to issue and deliver refunding bonds to refund some or all of the bonds then outstanding, and to determine the date, form, interest rate, maturities (not to exceed 40 years from the date of issuance of the original bonds) and all other details of such refunding bonds, including the form and manner of their sale and award. The Treasurer be and hereby is further authorized to provide that any of such refunding bonds hereinbefore authorized be made callable, with or without premium, prior to their stated date(s) of maturity, and each refunding bond issued hereunder shall be signed by the Treasurer and the Chairman of the Board of Trustees, and shall be sealed with the seal of the District, attested to by its Clerk.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN AND VOTED UNANIMOUSLY BY THE TRUSTEES PRESENT (4-0) TO ADOPT THE BRUNSWICK SEWER DISTRICT BOARD OF TRUSTEES RESOLUTION AUTHORIZING SEWER BONDS IN AN AMOUNT NOT TO EXCEED \$22,000,000 AS PREPARED AND PRESENTED BY BOND COUNSEL.

Update of Treatment Plant Upgrade 2014/2015 Tasks List & Schedule

GM Blanchette distributed to the Board the 2014/2015 Project Task List & Schedule he has updated noting the key milestones involving the Board. The update includes the design and construction schedule developed by Wright-Pierce. The key tasks are Design, Funding, Rate Schedule, and Charter Change. Discussion followed which then set the date and time for the public hearing on the Debt Resolution.

Mr. Stuart W. Kay departed the meeting at 8:40 p.m.

Petition for Adjustment to Sewer Use Bill – Affordable Mid Coast Housing, LLC, 138 Columbia Avenue

Affordable Mid Coast Housing, LLC has petitioned the Board for consideration of a further adjustment to the current sewer use bill for property at 138 Columbia Avenue. They report that while the building was unoccupied between November 14th and January 9th, a water line froze and burst resulting in an excess water use of 43,000 cubic feet. Per policy staff has reduced the amount by one-half to 21,500 c.f. for a bill of \$1007.28. The owner is requesting a reduction to the average of previous usage. Staff notes the average to be 3,300 c.f. but is recommending a reduction to the highest of the previous three quarters which is 3,400 c.f. This would be a reduction of \$847.99 to a final bill of

\$159.29. Chair Priest asked why staff was not recommending a reduction to the 800 c.f. minimum. GM Blanchette noted that the building was occupied during a large portion of the billing quarter.

IT WAS MOVED BY TRUSTEE BARBOUR SECONDED BY TRUSTEE GREEN AND VOTED UNANIMOUSLY BY THE TRUSTEES PRESENT (4-0) TO ADOPT THE STAFF RECOMMENDATION TO FURTHER REDUCE THE USAGE TO 3,400 CUBIC FEET FOR A FINAL BILLED AMOUNT OF \$159.29.

Discussion on Continued Participation in Hannaford's Remote Payment Program

GM Blanchette presented this item for Finance Manager Caron, who is on vacation. FM Caron is requesting that the District terminate its arrangement with the Brunswick and Topsham Hannaford stores to accept sewer payments on our behalf. A list was provided to the Trustees noting the various issues encountered over the years. It was also noted that of our 4,500 customers, only 55 to 60 use the service each month that billing is sent out. GM Blanchette also reported that FM Caron had said to him that he is asking staff to be more efficient and effective, and this program is neither due to the time and effort required to manage it. A draft letter to Hannaford was provided indicating an August 01, 2014 end date. And a draft Notice for the stores to post was also provided.

The Board agreed to terminate the program under the following conditions:

- Move the end-date back to October 01, 2014;
- Note the District has a drop box at its 10 Pine Tree Road location;
- Provide self-addressed envelopes to Hannaford for distribution to our customers;
- Insert a block notice in the local papers;
- And check with the Explorer transit bus service to see if they service our location.

Status Report on Sewer Main Replacement Projects on McLellan and Whittier Streets

AGM Pontau reported on the status of two sewer main replacement projects. The work involves the replacement of approximately 300 linear feet (l.f.) of main line sewer on McLellan Street, and 300 l.f. on Whittier Street. McLellan Street was completed last week, and Whittier Street will be completed this week. The remaining tasks include filling the abandoned lines with flow-able concrete, adjusting the maintenancehole frames and covers to grade, and the paving.

Discussion Regarding Private Force Main Ownership

GM Blanchette reported that with the takeover of ownership of The Pines force main within the public way of Sparwell Lane, The Pines Homeowner's Association has requested the District consider a takeover of the remaining portion of force main within the private way of the condominium development. The purpose for this item is to begin a process to determine the appropriateness and desirability of accepting these lines for ownership. The Board postponed the discussion and requested that staff develop a Pro & Con position paper and determine how many privately owned force mains are in the system.

Finance Manager's Report

No report at this time.

Assistant General Manager's Report

- Sale of Tractor: AGM Pontau reported that based on a telephone call by Darcy Dutton to the party who had expressed an interest in purchasing the farm tractor, he was able to meet with them and they agreed to purchase the tractor for \$19,000. The value of the unit was determined based on conversations with Hammond Tractor who had serviced the tractor and was familiar with it. GM Blanchette noted that the revenue will show up in the Miscellaneous Revenue line item next month.
- Status of Contract Work: AGM Pontau noted that he made arrangements with the Signature Pines residential development (River Road) to provide some O&M services. Contract work with MRRA is going well. The District continues to look for other income sources related to sewer lines that connect to our system.
- Status of MacMillan Drive Sump Pumps: AGM Pontau noted that there were some sump pumps running during the wet weather in April, but there is not yet sufficient data to make a determination of how well the improvements are working.

Trustee Barbour asked how the new setup with the collection crew located at Brunswick Landing is working. AGM Pontau noted that the crews are happy and productive. Chair Priest asked if the shop would become permanent. AGM Pontau noted the situation works well for now, but ideally it would be best to have them back on site with a new collection garage.

General Manager's Report:

- Next Times Record Article: GM Blanchette reviewed the draft of the next article for the Times Record. The title of the article is 'Sewering an Existing Residential Development.' He requested the Board members send him any comments or concerns regarding the draft.

Discussion of Model Language for Sewer District Charters (LD 1532)

GM Blanchette reported that Legislative Document 1532 has now become law, though its enactment will occur 90 days after the Legislature adjourns. He had requested a preliminary opinion from legal counsel to determine if the District's Charter would be impacted. The opinion is that it appears that certain provisions of the new law language are applicable to all sewer districts, and some provisions are mandatory. The next step is to compare each document to determine exactly what provisions of our Charter are affected. The new law also has some elective provisions that we may want to adopt, such as the authority to implement a 'Readiness-to-Serve Charge' which we do not have in our Charter. But we do not know as of yet if we can adopt piece-meal, or if we would have to adopt the entire model language. Legal counsel has estimated that it will take some five or six hours to determine the actual impact to our Charter.

Schedule of Upcoming Meetings and Events

GM Blanchette noted the next Strategic Plan meeting and Benefits Committee meeting needed to be scheduled.

The upcoming meetings and workshops were scheduled as follows:

- Benefits Review Committee Tuesday 20 May 2014 8:30 a.m.
- Strategic Plan Workshop #6 Thursday 12 June 2014 8:30 a.m.
- Public Hearing/Regular Meeting Thursday 19 June 2014 6:30 p.m.
- Trustee Regular Thursday 10 July 2014 8:30 a.m.
- Trustee Regular Thursday 14 August 2014 8:30 a.m.

Remarks:

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

Adjournment

There being no further business before the Board of Trustees,

IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4 -0) TO ADJOURN THE MEETING AT 9:18 PM.

Attest: _____

David N. Barbour
Clerk, Board of Trustees