

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**19 June 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 7:11 PM on Thursday, 19 June 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, Trustees Green, Harvey and Barbour.

Others present: General Manager (GM) Blanchette, Finance Manager (FM) Caron, Camera Operator Dan Munsey and Administrative Assistant Bonnie Shippen (minutes). Also present was Mr. Stuart W. Kay, Superintendent of Topsham Sewer District.

Members absent: Assistant General Manager (AGM) Pontau.

**Meeting Advertisement**

The meeting was advertised in the Friday, 13 June 2014, edition of the *Times Record* and *The Forecaster*.

**Resignation of Trustee Sartoris**

Chair Priest noted the e-mail received from Trustee Sartoris tending her resignation from the Board, effective immediately. He noted that she was a helpful contributor to the Board and the remaining members accepted her resignation with regret, noting she will be missed.

GM Blanchette noted he has notified the Town Clerk to fill the vacancy.

*IT WAS MOVED BY TRUSTEE BARBOUR SECONDED BY TRUSTEE GREEN AND VOTED UNANIMOUSLY BY THE TRUSTEES PRESENT (4-0) TO ACCEPT THE RESIGNATION OF TRUSTEE JACQUELINE SARTORIS.*

**Reappointment of Trustee Barbour**

GM Blanchette noted he received notification from the Town that Trustee Barbour was reappointed to the District's Board of Trustees. Trustee Barbour noted that he had also been sworn in.

**Public Comment**

GM Blanchette distributed articles published in the *Times Record* and *The Forecaster* regarding his meeting with Town Council about the Topsham Sewer District's share of treatment operations cost. GM Blanchette noted to the media that neither BSD nor TSD are the bad guys. The parties that crafted the agreement felt it to be fair at the time. He believes he and Mr. Kay did well in managing the article's outcome.

Chair Priest requested a spreadsheet representing what Topsham uses of our facilities. He noted that this would be a way for the public to see the actual rate differences based on usage.

### **Correspondence**

GM Blanchette distributed an email letter received from Charlotte Curtis and Donna Picker regarding an unfortunate incident with their camper hitting the railroad trestle on Jordan Avenue. The letter noted how thankful they were to Tom Mason and Greg Thulen for going above and beyond their jobs by helping clear off the top of the motor home so they were able to drive it to a repair shop.

GM Blanchette also distributed the current publication, Vol. 2 / Issue 2, of the District Digest. He noted this is currently being sent out with the bills. Chair Priest asked how the GEM car was working. GM Blanchette noted he sent a photo of the GEM car with a short caption to the Times Record managing editor requesting publication.

### **Adoption of Minutes of Previous Meetings / Workshops**

The Trustees reviewed the minutes of the 8 May 2014 Regular Board meeting.

*IT WAS MOVED BY TRUSTEE GREEN SECONDED BY TRUSTEE BARBOUR AND VOTED UNANIMOUSLY BY THE TRUSTEES PRESENT (3-0) WITH TRUSTEE HARVEY ABSTAINING, TO ACCEPT AS PRESENTED THE MINUTES OF THE 8 MAY 2014 REGULAR MEETING OF THE BOARD OF TRUSTEES.*

### **Treasurer's Report**

Financial: Trustee Green noted the May 2014 Variance Analysis report shows billing revenue \$114,000 above projection and non-billing revenue is \$14,000 below projection. Expenditures are \$55,000 more than anticipated at this time, indicating overall positive revenue of \$45,000 ahead of projection. Capital expenses are over by \$8,000. Trustee Green noted the receivables were at \$23,700 and liens were at \$300.

Forecasted vs. Actual Revenue: Trustee Green noted that Residential, Commercial, Brunswick Landing, Topsham Sewer and septage operating revenues are currently running ahead. Catch Basins are behind by \$62 indicating an overall \$114,020 above projection. Non-Operating Revenue projections were down \$9,285. Mr. Kay noted that Topsham has not started a lot of anticipated work for the District and that will be picking up soon.

Warrants: The weekly Warrants for May 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 July to 30 September 2014**

*IT WAS MOVED BY ASSISTANT TREASURER HARVEY, 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 JULY 2014 TO 30 SEPTEMBER 2014.*

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

GM Blanchette reported that the total flow to the treatment plant for May 2014 was 69.5 MG, down approximately 22% from the previous month and up 10% from this time last year. Flows of 10.9 MG and 5.9 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.24 MG, or 58% of that allowed by permit. Maximum daily flow processed was 2.71 MG, on 01 May 2014. Precipitation for the month totaled 3.90", with a daily maximum of 0.92" on 27 May 2014.

Septage receiving for the period totaled 214,250 gallons, up 31% from the previous month. Removal rates for BOD and TSS for the period were 97.1% and 96.9%, respectively. A total of 207 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.

### **Request for Authorization to Proceed with Columbia Avenue Sewer Replacement**

GM Blanchette noted on May 30<sup>th</sup> he received the Town's approved road paving / reconstruction list. It includes full street reconstruction for a portion of Columbia Avenue. He noted this was not in our capital budget as he was unaware the Town Council would approve this. GM Blanchette noted he is seeking authorization from the Board to replace a 450 foot portion of sewer main on Columbia Avenue between Douglas Street and Spring Street. He noted doing this with the town will save money and the road will not have to be torn up several times. GM Blanchette distributed the proposal from H. C. Crooker for some \$46,000 for the project and he noted that this will be funded through revenues as he did not believe they would have to take from the reserve fund.

*IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) TO GIVE AUTHORIZATION TO PROCEED WITH THE COLUMBIA AVENUE SEWER REPLACEMENT PROJECT.*

### **Status of Sewer Main Replacement work on McLellan and Whittier Streets**

GM Blanchette reviewed the costs regarding sewer replacements on McLellan and Whittier Streets that have been completed. He noted McLellan & Whittier Streets came in some \$34,000 under budget. As such, Rob has added some work on Bowker and Belmont Streets which is expected to cost some \$9,000. The work on Nancy, Pierce & Patricia Drives may come in some \$15,000 over budget. In total, all these construction projects should come in some \$10,000 under budget.

### **Adoption of the District's Mission Statement**

GM Blanchette presented the District's Mission Statement adoption that reads:

*To protect the health and environment of the communities we serve through wastewater collection and treatment in an environmentally responsible, efficient, and reliable manner.*

Chair Priest requested this be framed and hung in the building. GM Blanchette noted he will have the Vision Statement at next month's meeting for adoption.

*IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) TO ADOPT THE DISTRICT'S MISSION STATEMENT AS PRESENTED.*

### **Rate Review Discussion**

GM Blanchette noted this discussion is to begin the process for the rate adjustments that will be needed over the next few years to finance the bond required for the treatment plant upgrade project. He noted there was no Board action needed at this time and this is informational only.

GM Blanchette distributed a 2005 opinion letter from Moncure and Barnicle that was requested by former General Manager McVey to determine if the Board could vote one time to establish rates that would take effect in increments over time. The opinion noted that yes this is possible.

GM Blanchette also distributed a breakdown of rate change options. These include various options on rate increases over a 3 year period or a 4 year schedule. Chair Priest questioned if the rate increase was to cover the treatment upgrade and other capital needs. GM Blanchette noted the increase is to cover the bond only, not for any additional capital projects. Chair Priest requested that the rate options provided be amended to include other capital projects necessary. Trustee Harvey requested a chart outlining the rates in the past 10 years.

### **Report on Benefits Review Committee meetings**

GM Blanchette noted that Trustee Harvey met that morning with FM Caron and himself. He distributed a spreadsheet outlining the employer & employee paid benefits for 2014. GM Blanchette noted that a representative from MMA will be invited to the next meeting in August or September to answer questions regarding potential increases or changes in insurance benefits for 2015.

Mr. Stuart Kay left the meeting at 8:12 PM.

### **Report on the Stolen 2011 Generator**

GM Blanchette noted the generator was at the River Road station because the generator onsite was not working. There were no decals or identifying objects on the generator. FM Caron noted a \$12,000 check from MMA was received today, but GM Blanchette believes it should be much higher and will negotiate with MMA.

GM Blanchette noted that although there were safety chains and padlocks they were easily broken. He noted they have looked in GPS tracking and a potential security camera being installed. He noted that in 27 years he has never had a piece of equipment stolen, yet it should have been prevented. Replacement for the non-functioning generator at River Road is currently being looked into.

### **Finance Manager's Report**

FM Caron noted our external Investment Managers from Peoples United Bank (PUB) will be at the August Board meeting.

### **Assistant General Manager's Report**

- MDEP's Mere Point System Inspection Report: GM Blanchette noted that although the Town owns the Mere Point system, we do the operations and maintenance of it and therefore we are responsible for the inspection from MDEP. GM Blanchette distributed the report and noted it has been forwarded to the town. He noted AGM Pontau has spoken with the town about fixing emergency power situation at Mere Point. It was noted that this is a safety issue for the employees and now that the Town has been made aware, a formal request will be made to fund the required work. Chair Priest asked if we could fund the work and then bill the Town over time to recoup the cost. GM Blanchette noted this is possible. He will talk with Town Manager concerning this option.
- American Public Works Association Maine Chapter: Public Works Excellence Award to BSD: GM Blanchette noted that APWA awarded the District's Collection staff 1<sup>st</sup> place for Public Works Excellence for Brunswick Landing Trenchless Pipe Repair.

### General Manager's Report:

- Future electrical costs: GM Blanchette noted currently we purchase our power through Constellation NewEnergy. He noted that the agreement for our medium service accounts expires this year and he is confident that the new rates will be higher. He is looking at other options for electrical power suppliers.
- 2006 Chevrolet Trailblazer: GM Blanchette explained that they have put a fair amount of money into the Trailblazer in the past 2 ½ years. Most recently \$2,300 was put into transmission repairs. He noted that a replacement vehicle was intended to be on the 2015 budget but he is looking for the Board to approve a replacement this year. He noted he has requested bids for a 2015 Ford Explorer through bid and he will have more information for the next meeting. Chair Priest suggested he look at a lease option, which the Board agreed may be a better means of avoiding the long term ownership costs. GM Blanchette noted he will look into the option.

### Election of Officers

GM Blanchette noted at the first regular meeting of the Board following the annual appointment of a new Trustee or reappointment of an existing Trustee, the Board shall elect a Chairman, Vice-Chairman, Clerk, Treasurer, and Assistant Treasurer. He noted with Ms. Sartoris's resignation and Trustee Barbour reappointment, officers need to be elected per the District's Charter.

*IT WAS MOVED BY CHAIR PRIEST, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) TO ELECT TRUSTEE PRIEST AS CHAIR, TRUSTEE HARVEY AS VICE-CHAIR, TRUSTEE BARBOUR AS CLERK AND TRUSTEE GREEN AS TREASURER.*

### 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:

- |                           |          |              |           |
|---------------------------|----------|--------------|-----------|
| • Trustee Regular         | Thursday | 10 July 2014 | 8:30 a.m. |
| • Strategic Plan Workshop | Thursday | 17 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, 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 BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4 -0) TO ADJOURN THE MEETING AT 8:44 PM.*

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