

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**December 11, 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 6:49 PM on Thursday, December 11, 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 Harvey, Green, Barbour and Rice.

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

Members absent: Finance Manager (FM) Caron.

**Meeting Advertisement**

The meeting was advertised in the Friday, November 21, 2014 and in the Friday November 28, 2014 editions of the *Times Record* and *The Mid-Coast Forecaster*.

**Public Comment**

GM Blanchette noted there was no public comment.

**Correspondence**

GM Blanchette distributed a copy of an email correspondence with Mr. Peter McGuire at *The Forecaster* regarding his questions on the Charter Change public hearing. He also distributed the article published in the December 5<sup>th</sup> edition of *The Forecaster* regarding the proposed debt limit increase.

GM Blanchette distributed a copy of the *Times Record* article published in the December 10<sup>th</sup> edition concerning the Charter Change Public Hearing.

GM Blanchette distributed a copy of the letter report from MMA's Risk Management Services on the findings of an October 23<sup>rd</sup> site visit. He noted only one item was brought to their attention and that was training on the ATV, which AGM Pontau noted was completed the previous week.

GM Blanchette distributed a copy of the spreadsheet and graphs that compare Brunswick Landing's water meter readings to the wastewater meter readings. He noted the difference in potable water and waste water from 2006 – 2014 and noted the percentage of wastewater considered to be Inflow & Infiltration (I&I). GM Blanchette noted that it was believed that I & I was from leaking water pipes, but based on the comparison, it does not appear that way.

Ms. Jackie Sartoris arrived at the meeting at 6:58 p.m.

GM Blanchette submitted the facilities map showing the location of manholes, sewer lines and lines proposed to be replaced in years 2016 to 2020.

### **Presentation of Service Plaque to Former Trustee Sartoris**

Chair Priest welcomed former Trustee Sartoris and thanked her for her service during her time with the District. He noted they were fortunate to have her and he appreciated her contributions during that time.

GM Blanchette read the presentation on the plaque and presented it to Ms. Sartoris. Ms. Sartoris thanked the Board members and staff for their time and patience during her tenure. She noted her apologies for the way her time ended and noted, if given the opportunity, she would like to serve in the future. The Board members and staff thanked Ms. Sartoris for her service.

Ms. Sartoris left the meeting at 7:04 p.m.

### **Adoption of Minutes of Previous Meeting**

This item was tabled to the next regular Board meeting.

### **Treasurer's Report**

Financial: Trustee Green noted the November 2014 Variance Analysis report indicated billing revenue to be \$188,000 above projection and non-billing revenue to be \$78,000 above projection. Expenditures are \$275,000 above projection at this time, indicating overall revenue of \$9,000 below projection. Capital expenses are over by \$54,000. Trustee Green noted the receivables were at \$29,800 and liens were at \$1,500. GM Blanchette noted he was hoping to not have to request funds from reserves to cover the budget, but he would not know how much if any of the reserves would be requested until the final revenue receipts for 2014 have been tabulated. He went on to note that to fund the Admin Building, \$500,000 was borrowed from capital reserves. As such, each year \$56,000 from Revenue is returned to the Capital Reserves, noting the \$9,000 deficit includes these funds. GM Blanchette noted the receivables reflect the billing cycle. AGM Pontau noted Ms. True has really worked hard to prevent liens on properties.

Forecasted vs. Actual Revenue: Trustee Green noted that Commercial, Brunswick Landing, Topsham Sewer District, and Septage operating revenues are currently running ahead. Residential is behind by \$10,657 and Catch Basins are behind by \$109 indicating an overall \$187,519 above projection. Non-Operating Revenue projections were up \$86,164.

Chair Priest questioned the overage in advertising. GM Blanchette noted he did not account for the extensive advertising due to the Treatment Plant upgrade, but has accounted for this in the 2015 budget.

AGM Pontau noted that they completed a considerable amount of Capital work this year. He noted that the only outstanding payment is to the Town of Brunswick for Columbia Avenue, for which we have not yet received a bill.

Warrants: The weekly Warrants for October 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 question line items from Cardmember Services, Konica, Rays Electric, Customer reimbursements, Maine Central Railroad, and NaturalLawn. AGM Pontau noted the charges on his credit card for Amato's were for the annual United Way kickoff luncheon. He noted this was a fundraiser that the District does and brings in approximately \$2,000 for the United Way. GM Blanchette noted that Konica was for the Admin copier lease; Ray's was for extensive electrical work done at the Gurnet Road pump station; Customer reimbursements were from overpayments, mainly from the Navy housing that Mr. Schott is selling and putting into individual customers names causing duplicate payments; GM Blanchette noted Maine Central Railroad is either a property tax or liability insurance for usage of property to place lines under the tracks for the Fairfield Inn. He noted this is an annual fee that is rebilled to the Fairfield Inn. NaturalLawn was for spraying around the Collections building as it was infested with ticks.

Trustee Harvey questioned the certificate length for The Bank of Maine in the investment report and GM Blanchette noted he will direct the question to FM Caron to respond at the next meeting.

Mr. Stuart Kay left the meeting at 7:26 p.m.

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

GM Blanchette reported that the total flow to the treatment plant for November, 2014 was 58.5 MG, up approximately 3% from the previous month and up 30% from this time last year. Flows of 10.06 MG and 3.75 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.95 MG, or 51% of that allowed by permit. Maximum daily flow processed was 2.103 MG, on November 3, 2014. Precipitation for the month totaled 3.68", with a daily maximum of .87" on November 24, 2014.

Septage receiving for the period totaled 196,050 gallons, down 8% from the previous month. Removal rates for BOD and TSS for the period were 96.2% and 95.5%, respectively. A total of 248 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 2015**

*IT WAS MOVED BY ASSISTANT TREASURER RICE, SECONDED BY CHAIR PRIEST, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) WITH TREASURER GREEN ABSTAINING, TO COMMIT TO THE TREASURER FOR COLLECTION THE RATES FOR THE PERIOD 01 JANUARY 2015 TO 31 MARCH 2015 IN ACCORDANCE WITH THE SCHEDULE OF RATES AS COMPUTED AND SET FORTH IN THE ACCOUNTS ON FILE AT THE BRUNSWICK SEWER DISTRICT.*

### **Adoption of Proposed 2015 Operations Budget**

GM Blanchette noted that he anticipated distributing the Adopted 2015 Operations Budget at this meeting but FM Caron will be submitting the budget to GOFA, and there may be additional background information added. This was tabled until the January 2015 meeting.

### **Review and Discussion of Charter Change Public Hearing and Adoption of Charter Amendment to Increase Debt Limit**

GM Blanchette noted that there were no members from the public for the Public Hearing and assumes there is no major opposition. He requested the Board members take a vote to pursue the charter change. Chair Priest agreed that the public has been notified with newspaper articles and advertisements.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (5-0) TO PURSUE A CHARTER CHANGE TO INCREASE THE DEBT LIMIT.*

GM Blanchette noted that the next step is to seek approval by the Town Council, and the item has been placed on their December 15<sup>th</sup> agenda. He will attend and present the request.

### **Adoption of Employer Provided Vehicle Use Taxation Policy**

GM Blanchette noted this was presented to the Board at last month's meeting and he would like to adopt this as a policy. He noted that under IRS rules the commuter rule is not appropriate for management's vehicle use. GM Blanchette noted FM Caron has done her homework and this new policy will have those vehicles taxed under the Lease Value Rule.

*IT WAS MOVED BY TRUSTEE RICE SECONDED BY TRUSTEE GREEN AND UNANIMOUSLY APPROVED BY THE TRUSTEES PRESENT (5-0), TO ADOPT THE EMPLOYER-PROVIDED VEHICLE USE TAXATION POLICY.*

### **Review and Select Short-Term Interim Financing Proposal**

GM Blanchette reported that AGM Pontau sent proposals to six local banks and Androscoggin Bank, Mechanics Savings, and Bangor Savings responded with proposals. He noted that the proposals were based on a loan for six million dollars over a twelve month period. He noted the key thing was the loan rates are based on a lump sum payout or an as needed basis. GM Blanchette noted the staff recommends accepting the lowest cost proposal submitted by Androscoggin Bank. He noted they are looking to close on January 9, 2015.

AGM Pontau noted funds being withdrawn is contingent on when they start the Vehicle and Equipment garage / offices as the Treatment Plant upgrade will not begin until June, 2015. He noted they will use some of the funds to pay for the design work and construction manager work.

*IT WAS MOVED BY TRUSTEE BARBOUR SECONDED BY TRUSTEE GREEN AND APPROVED BY THE TRUSTEES PRESENT (4-0), WITH TRUSTEE HARVEY ABSTAINING, TO ACCEPT THE SHORT-TERM INTERIM FINANCING PROPOSAL SUBMITTED BY ANDROSCOGGIN BANK.*

### **Report on Retirement of Supervisor Gregory H. Thulen**

AGM Pontau noted that today was Treatment Supervisor Greg Thulen's last day after 40 ½ years at BSD. He noted the staff all went to lunch the previous Tuesday with Mr. Thulen, his wife, daughter and grandchildren and then came back to the office for an open house that was open to the public. AGM Pontau noted during the open house a video of Mr. Thulen's time here was shown and he was presented with gifts, including a manhole cover, cake and refreshments. He noted that there was a great turnout from the public to wish Mr. Thulen well in his retirement. GM Blanchette noted

he asked Mr. Thulen to stop by during the meeting but he was unable to make it. Chair Priest extended his appreciation on behalf of the Board, to Mr. Thulen for his many years of dedicated service.

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

GM Blanchette noted for FM Caron that the annual financial audit is scheduled for the week of February 09, 2015.

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

1. Draft MEPDES Discharge Permit: AGM Pontau noted that he received the draft MEPDES discharge permit. He noted that they are proposing we dechlorinate, and there was no request to changing the outfall from a bank discharge to a distributed discharge. He noted that the permit has minor changes that will require monitoring, mostly for metals. He is currently waiting for a response requesting clarification. AGM Pontau noted that he does not know what the cost will be at this point. GM Blanchette noted he requested they postpone the dechlorination requirement until 2017 when the T/P upgrade is complete but he has not received a response yet.
2. Treatment Plan Upgrade – Status Report: AGM Pontau noted that they are moving forward with the process and concentrating on upgrading the trickling filters, focusing on equipment upgrades and building layouts. He noted they are mostly focused on the vehicle and equipment garage. AGM Pontau noted, that due to zoning issues, he met with Wright-Pierce and started looking at two garage buildings. PC Construction gave a cost analysis and found it will be less costly to build two buildings rather than one large one. AGM Pontau explained how they would sit on the property, size, and roofing design noting he wanted to have all of it laid out before going to the Planning Board. He noted that he would still like to have a zoning change, but for now this design will work within current zoning.
3. 2015-2016 Project Planning meeting w/ BDPW and BTWD: AGM Pontau noted he and the GM met with Public Works, BT Water District and Maine Natural Gas to see if there are any major projects they can work together on in 2015. He noted that there are not a lot of projects in common planned for a couple of years. He noted there are a couple of small streets but nothing major. AGM Pontau noted Maine Natural Gas is under a new manager so 2015 is more of a planning year for them.
4. Water Street Kiosk: AGM Pontau presented the map that was created for public outreach at the Water Street pump station. He noted that each icon, once scanned goes to a YouTube site that starts the video for that link. He noted that the full video takes approximately 13 minutes. AGM Pontau noted that this was completely done by staff and next year's goal is to add onto it. Board members requested they play the video at the next meeting.

Trustee Green questioned the status of the Digester project at Brunswick Landing. AGM Pontau said he was told they would be breaking ground but he has not seen anything as of yet. He believes funding has been acquired and he has been told it is coming. AGM Pontau noted in the meantime he has received great prices from New England Organics so that is good competition.

**General Manager’s Report:**

1. Charter Notation regarding fiscal year: GM Blanchette noted, as per the discussion at the last monthly meeting, that the Charter states “the fiscal year shall be the calendar year.” Chair Priest suggested making a list of pros and cons of changing the fiscal year to match the towns. Trustee Barbour suggested changing the Charter to be unspecific. GM Blanchette noted that he would like to only take the debt limit to the Legislature at this time and then in a couple of years, suggest that change and several others at that time.
2. Copy of letter to Planning and Development: GM Blanchette distributed a copy of the letter to the Planning & Development Department regarding changing the zoning for the Pine Tree Road property. He received a call from the Town Manager suggesting that it might be better to bring the issue to the Zoning Ordinance Rewrite committee for consideration during this ordinance review process. GM Blanchette noted he will be re-writing the letter.

AGM Pontau displayed the design / layout of the proposed garage/office buildings on the large screen for the Board members to view. He noted that it was not a final design as there are changes to be completed. AGM Pontau displayed the difference in the one building vs. two separate buildings and the inside floor plans. He noted there will be no problems fitting equipment inside.

**Schedule of Upcoming Meetings and Events**

The upcoming meetings and workshops were scheduled as follows:

- |                              |           |                  |           |
|------------------------------|-----------|------------------|-----------|
| • Strategic Plan             | Wednesday | 14 January 2015  | 9:30 a.m. |
| • Rate Change Public Hearing | Thursday  | 22 January 2015  | 6:30 p.m. |
| • Trustee Regular            | Thursday  | 22 January 2015  | 7:30 p.m. |
| • Trustee Regular            | Thursday  | 12 February 2015 | 8:30 a.m. |

**Remarks:**

Chair Priest thanked AGM Pontau, Bonnie Shippen and Dan Munsey for their time.

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

*IT WAS MOVED BY TRUSTEE RICE, SECONDED BY TRUSTEE HARVEY AND VOTED BY THE TRUSTEES PRESENT, (5-0), TO ENTER INTO AN EXECUTIVE SESSION AT 8:24 PM TO CONDUCT THE GENERAL MANAGER’S ANNUAL PERFORMANCE EVALUATION.*

The Board returned from Executive session at 8:58 PM. No action was taken in executive session.

**Appointment of General Manager**

*IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY TRUSTEE GREEN AND VOTED BY THE TRUSTEES PRESENT, (5-0), TO OFFER AN EMPLOYMENT CONTRACT FOR THE 2015 CALENDAR YEAR WITH ALL THE SAME TERMS AND CONDITIONS AS THE 2014 CONTRACT WITH THE EXCEPTION THAT THE ANNUAL SALARY BE ADJUSTED TO \$106,000.*

*IT WAS MOVED BY TRUSTEE RICE, SECONDED BY TRUSTEE GREEN AND VOTED BY THE TRUSTEES PRESENT, (5-0), TO REAPPOINT GENERAL MANAGER BLANCHETTE FOR THE CALENDAR YEAR 2015.*

**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 (5 -0) TO ADJOURN THE MEETING AT 9:03 PM.*

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