

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**January 22, 2015**

**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 7:22 PM on Thursday, January 22, 2015, 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, Rice and Trustee Barbour via Skype.

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 was Ms. Priscilla Anson.

Members absent: Trustee Green

**Meeting Advertisement**

The meeting was advertised in the Monday, 19 January 2015 edition of the *Times Record*.

**Public Comment**

GM Blanchette noted staff received a letter from Mr. Edward Wilson concerning the timing the news articles note in the District newsletter. He distributed the letter to the Board along with his response to Mr. Wilson. He noted that they will be working on publishing items in a timelier manner in the future.

**Correspondence**

GM Blanchette noted the copy of a letter from Ms. Priscilla Anson requesting the Board to consider a further adjustment to her December 2014 sewer bill. He noted that Ms. Anson is present and it is an agenda item for this meeting.

GM Blanchette distributed a letter he received from former employee Greg Thulen thanking the District for the recognition of his service and the retirement luncheon, gifts and the gathering provided.

GM Blanchette distributed a copy of the second letter to the Department of Planning and Development requesting consideration of our zoning change be made a part of the Zoning Ordinance Rewrite process. He noted that this will be taken up by the committee sometime in early March.

**Petition for Relief of Sewer Use Charge – Anson, 28 Tamarack Drive**

Ms. Anson introduced herself and noted the letter she sent to the District regarding a further reduction in her December 2014 sewer bill. She noted that she has no problem paying her share and has paid the high water bill, as she feels she used the water but the water never went to the Treatment

Plant. Ms. Anson stated she moved to her residence in June 2013 and has done extensive landscaping which requires significant watering. She noted as a single residence in the home, her normal sewer bill is the minimum charge. When she started the landscaping she contacted the District and Ms. Dutton gave her an outside watering credit of 50% for the third quarter bill. As the December bill's credit is based on the highest bill in the previous three billing quarters, the only credit allowed was a reduction of \$9.37 giving her a reduced bill of \$131.18, equal to the third quarter. Ms. Anson feels that since her regular sewer bill when she was not doing the landscaping was the minimum charge of \$37.18, she does not feel that this is a fair adjustment.

The Board suggested she invest in a water meter to determine the actual usage and that amount would be used for a reduction. Ms. Anson noted that Ms. Dutton offered this as well but she only has one more billing cycle for her landscaping project and did not feel the cost was justified.

GM Blanchette noted that the policy is clear and he feels any further reduction should be denied. The Board members discussed the matter and agreed that they need to follow policy and denied Ms. Anson any further reduction in her sewer bill. The Board suggested looking into providing water meters for customers in these circumstances.

Ms. Anson left the meeting at 7:41 p.m.

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

The adoption of the November 20, 2014 minutes were tabled until the next meeting.

The Trustees reviewed the minutes of the December 11, 2015 Charter Change Public Hearing and Regular Board meeting.

*IT WAS MOVED BY TRUSTEE HARVEY SECONDED BY TRUSTEE RICE AND UNANIMOUSLY APPROVED BY THE TRUSTEES PRESENT (3-0), TO ACCEPT THE MINUTES OF THE DECEMBER 11, 2015 CHARTER CHANGE PUBLIC HEARING AND THE REGULAR MEETING OF THE BOARD OF TRUSTEES.*

### **Treasurer's Report**

Financial: GM Blanchette noted the December 2014 Variance Analysis report indicated billing revenue to be \$184,000 above projection and non-billing revenue to be \$81,000 above projection. Expenditures are \$462,000 above projection at this time, indicating overall expenses over revenue of \$197,000. The Capital expenses are over by \$61,000. GM Blanchette noted the receivables were at \$35,400 and liens were at \$1,400. GM Blanchette noted that \$305,000 has been expended on the Treatment Plant Upgrade Project in 2014 that was not budgeted. He also noted that this is an unaudited yearend report. FM Caron noted that she believes some customers have paid and therefore the liens are lower.

Forecasted vs. Actual Revenue: GM Blanchette noted that Commercial, Brunswick Landing, Topsham Sewer District, and Septage operating revenues are currently running ahead. Residential is behind by \$35,505 and Catch Basins are behind by \$667 indicating an overall \$183,846 above projection. Non-Operating Revenue projections were up \$89,131.

GM Blanchette reviewed the 2014 Capital Budget & Expenditure Report as of 31 December 2014 and noted that when the final audit is complete they will come to the Board to fund the T/P

upgrade from the capital reserves. He noted the District will reimburse itself from the \$6 million interim loan approved in the 2015 budget.

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.

The Board question line items from Wells Fargo, which FM Caron noted was property taxes owed for the postage machine. She noted that we questioned if we owed them and it was determined we are not exempt from property taxes.

Trustee Harvey questioned the date on a Bank of Maine CD in the investment report and FM Caron noted it was a misprint and it would be corrected.

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

AGM Pontau reported that the total flow to the treatment plant for December, 2014 was 87.3 MG, up approximately 49% from the previous month and up 58% from this time last year. Flows of 15.34 MG and 7.2 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.81 MG, or 73% of that allowed by permit. Maximum daily flow processed was 3.51 MG, on December 12, 2014. Precipitation for the month totaled 5.29", with a daily maximum of .83" on December 17, 2014.

Septage receiving for the period totaled 76,250 gallons, down 61% from the previous month. Removal rates for BOD and TSS for the period were 94.7% and 93.0%, respectively. A total of 281 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 that we had a lot of snow and then a lot of rain giving the highest numbers in I & I.

AGM Pontau distributed the Treatment Plant Operational Annual Summary for 2014 noting that 2014 had the lowest numbers on record since the 1960's. He noted that there have been no issues and no letters to MDEP. AGM Pontau noted that they have been working at Brunswick Landing for MRRA and have televised more than half of the lines and have not found any "smoking gun" that is causing the high I & I.

### **Motion to Temporarily Assign the Clerk's Duties to the Vice-Chairperson**

For the purpose of securing the \$6 Million interim loan, GM Blanchette would like to transfer the duties of the Clerk, as he is unavailable, to the Vice-Chairperson. The Board members discussed the matter and decided to send the documents to the Clerk for signing.

### **View Wireless Connected Collection and Treatment System Educational Video**

The Board members viewed the video presentation developed by the staff to educate the public on the Collection, Pumping, and Treatment Systems. GM Blanchette noted that he will be sending it to schools for their viewing also. AGM Pontau noted that the entire presentation was completed internally by both crews. GM Blanchette noted that there is a kiosk all set up on display at the Water

Street pump station. AGM Pontau noted that the video plays well for Android phones but not with I-Phones, which they are working on currently. He noted he was very pleased with the work of the employees.

### **Discussion of Trustee Goals for 2015**

This item was tabled until the next meeting.

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

1. 2014 Financial Audit Schedule: FM Caron noted the annual financial audit is scheduled for the second week of February.
2. 2014 Year-end Summary: FM Caron noted that she is cleaning up accounts in preparation for the auditors.

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

1. Draft MEPDES Discharge Permit: AGM Pontau noted that he has a meeting the following Thursday regarding the Discharge Permit. He noted that they are imposing more testing frequency, but he noted that the limits are reasonable. He noted that they are requiring de-chlorination, but he will be requesting they hold off until the upgrade is complete. AGM Pontau noted that they will not have to extend the outfall in this phase of the upgrade.
2. Treatment Plan Upgrade – Status Report: AGM Pontau noted that District staff met with the CM and design firm the previous day and the plans for the garage are moving along nicely. He noted that they are on track for a meeting with the Planning Board in February for the garage buildings. AGM Pontau noted that they have send out bids for the sludge dewatering equipment, the first using the CM process. He noted that he should have the bid results by the end of the week. Currently they are on schedule and looking at items that will accelerate the process.

### **General Manager's Report:**

1. Charter Change Bill introduced: GM Blanchette noted that the Charter Change has been introduced to the Legislature as “LR 1143 An Act to Amend the Charter of the Brunswick Sewer District.” He noted that he will attend the public hearing on the bill. Chair Priest noted that LR stands for Legislature Request and will become LD when it is signed for Legislative Document. Chair Priest also noted that a Board member should also attend the public hearing to note support. He also suggested having a representative from Topsham to co-sponsor for support.
2. To undertake BSD history project: GM Blanchette noted that he is researching the history of the District to update it.
3. NEWEA Annual Meeting: GM Blanchette noted that he will be attending the New England Water Environment Assoc. annual meeting and former employee Mr. Greg Thulen will be receiving the Quarter Century Award. Also Ms. Jennifer Nicholson will be receiving an award

for her work in the Lab. AGM Pontau noted that several employees will be attending the meeting.

**Schedule of Upcoming Meetings and Events**

The upcoming meetings and workshops were scheduled as follows:

- Trustee Regular                      Thursday      12 February 2015      8:30 a.m.
- Strategic Plan Workshop              Thursday      19 February 2015      8:30 a.m.
- Trustee Regular                      Thursday      12 March 2015      8:30 a.m.

**Remarks:**

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

**Adjournment**

There being no further business before the Board of Trustees,

*IT WAS MOVED BY TRUSTEE RICE, SECONDED BY TRUSTEE HARVEY, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (3 -0) TO ADJOURN THE MEETING AT 8:57 PM.*

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