

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
February 12, 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 8:37 AM on Thursday, February 12, 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 Green, 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).

Meeting Advertisement

The meeting was advertised in the Friday, 06 February 2015 edition of the *Times Record*.

Public Comment

GM Blanchette noted Mr. David Chittim, who attended the Rate Hearing, met with him the previous Thursday morning. He noted Mr. Chittim is a civil engineer and owns property on Potter Street that is currently vacant, although he is planning on moving back in next year. GM Blanchette noted they spent nearly two hours discussing the 2012 Treatment Plant Evaluation and its phased implementation schedule. GM Blanchette noted he provided Mr. Chittim with Phase 1 scope of services, schedule and estimated cost and discussed when the Phase 2 work might be needed. He noted they discussed the current development of our 10-year Strategic Plan and the need for the Plan to incorporate a 10 Year CIP, and a 10-Year Financial Plan.

GM Blanchette noted in discussing the rate changes, Mr. Chittim noted his disappointment that the District did not have more in capital reserves to help cover the upgrade cost. Mr. Chittim praised the District for its forward thinking and planning in regards to the 10-Year Strategic Plan, but as a ratepayer, he was not pleased with where the rates were headed. GM Blanchette noted the meeting was upbeat and quite informative on both sides. He noted it was nice to get a ratepayer's perspective.

Correspondence

GM Blanchette noted under Agenda Item #5 is a copy of a letter from Mrs. Donna Miller requesting the Board to consider a further adjustment to their December 2014 sewer bill for property at 39 Cushing Street. He noted that he expects Mr. or Mrs. Miller to attend the meeting.

GM Blanchette noted under the AGM's report AGM Pontau will present the MDEP's report of the December 2014 Treatment Plant inspection.

Adoption of Minutes of Previous Meeting

The Trustees reviewed the minutes of the November 20, 2014 Regular Board meeting.

IT WAS MOVED BY TRUSTEE RICE SECONDED BY TRUSTEE GREEN AND APPROVED BY THE TRUSTEES PRESENT (3-0), WITH TRUSTEE HARVEY ABSTAINING, TO ACCEPT THE MINUTES OF THE NOVEMBER 20, 2014 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.

The Trustees reviewed the minutes of the January 22, 2015 Public Hearing.

IT WAS MOVED BY TRUSTEE RICE SECONDED BY TRUSTEE HARVEY AND APPROVED BY THE TRUSTEES PRESENT (3-0), WITH TRUSTEE GREEN ABSTAINING, TO ACCEPT THE MINUTES OF THE JANUARY 22, 2015 PUBLIC HEARING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.

The Trustees reviewed the minutes of the January 22, Regular Board meeting.

IT WAS MOVED BY TRUSTEE HARVEY SECONDED BY TRUSTEE RICE AND APPROVED BY THE TRUSTEES PRESENT (3-0), WITH TRUSTEE GREEN ABSTAINING, TO ACCEPT THE MINUTES OF THE JANUARY 22, 2014 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.

Treasurer's Report

Financial: GM Blanchette noted the January 2015 Variance Analysis report indicated billing revenue to be \$2,000 under projection and non-billing revenue to be \$9,000 above projection. Expenditures are \$54,800 under projection at this time, indicating overall expenses over revenue of \$61,800. The Capital expenses are under by \$55,000. GM Blanchette noted the receivables were at \$26,900 and liens were at \$1,400.

Forecasted vs. Actual Revenue: FM Caron noted that the auditors were here this week and she was unable to complete the Forecasted vs Actual Revenue report.

Warrants: The weekly Warrants for January were distributed to the Board for their review. The Trustees reviewed the weekly warrants on disbursements, 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 BEK, Inc., Hannaford, Evoqua Water, and Brunswick Ford. AGM Pontau noted the charges from BEK were for 3 new PC's and installation of camera equipment for the conference room; FM Caron noted she has been unable to reach anyone at Hannaford's corporate office to suspend the remote payments. She is looking to have this finalized by the end of the month; AGM Pontau noted Evoqua was to replace the scraper bars in the primary settling tanks that broke; AGM Pontau noted Brunswick Ford was for wiring repair that had shorted out. He noted that it was not a repair under warranty as the wiring for lights and radios were installed aftermarket.

RKO Renewal

GM Blanchette distributed a proposal from Runyon Kersteen Ouellete for auditing services for 2015 – 2017. He noted this is for the Boards review and this will be on the agenda for next month.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for January 2015 was 70.8 MG, down approximately 19% from the previous month and down 3% from this time last year. Flows of 10.39 MG and 6.3 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.28 MG, or 59% of that allowed by permit. Maximum daily flow processed was 2.92 MG, on January 1, 2015. Precipitation for the month totaled 4.74", with a daily maximum of 2.73" on January 27, 2015.

Septage receiving for the period totaled 35,500 gallons, down 53% from the previous month. Removal rates for BOD and TSS for the period were 95.8% and 92.7%, respectively. A total of 214 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.

Adoption of Proposed 2015 Rate Schedule

GM Blanchette noted that there have been no changes to the proposed rates provided and discussed at the Public Rate Hearing and no changes have been made. He noted that other than his meeting with Mr. Chittim there have been no comments from any additional ratepayers. He is asking the Board to adopt the rate schedule for an April 1, 2015 implementation.

IT WAS MOVED BY TRUSTEE RICE AND SECONDED BY TRUSTEE HARVEY AND UNANIMOUSLY APPROVED BY THE TRUSTEES PRESENT (4-0) TO ADOPT THE PROPOSED 2015 SCHEDULE OF RATES AS PRESENTED AT THE JANUARY 22, 2015 PUBLIC RATE HEARING, AND SAID RATE SCHEDULE TO BECOME EFFECTIVE FOR ALL USAGE FROM APRIL 01, 2015 GOING FORWARD. THIS IS THE SECOND AND FINAL VOTE.

Discussion of Trustee Goals for 2015

Chair Priest reviewed the Trustees goals and questioned if the Board members would like to add or subtract anything from the list. Trustee Rice suggested adding an item #7 to review the watering policy for sewer bills. He suggested investigating making water meters available to customers doing large outside watering projects. There were no objections from the Board members to add this to the list for discussion.

Trustee Barbour suggested including on Item #2 discussions reviewing the Topsham Sewer District treatment services contract. GM Blanchette noted he is currently looking at pros and cons of extending the agreement. He noted that he is looking at starting the process in the next 3 years.

Chair Priest also suggested adding to the Strategic Plan, discussions on removing nano particles, in items such as lotions, that enter the sewer system.

IT WAS MOVED BY TRUSTEE RICE AND SECONDED BY TRUSTEE GREEN AND APPROVED BY THE TRUSTEES PRESENT (4-0) TO ACCEPT THE 2015 TRUSTEE GOALS WITH MINOR ADDITIONS NOTED.

Status of the Pine Tree Road property Zoning Change Request

GM Blanchette noted he has sent the letter to the Planning Department requesting the zoning change. He noted the Town Manager suggested bringing this up under the zoning rewrite and the Planning Department has agreed. GM Blanchette noted that a meeting will be held at the end of February or early March. He noted that he has no idea what they may decide. Chair Priest requested that the GM speak with the Town Manager to get his support.

Finance Manager's Report

1. 2014 Financial Audit Schedule: FM Caron noted that the auditors were here this week and when RKO has completed their report, they will present it to the Board at a regular meeting.
2. 2014 Year-end Summary: FM Caron noted that everything looks good and will have this completed for the next regular meeting.
3. Auditor's request: FM Caron noted Mr. Tim Gill would like to have a phone conversation with one of the Board members. She noted that there is nothing in particular that he needs, just would like a preliminary conversation before the Board meeting. FM Caron will send a group e-mail to Chair Priest, Trustee Green and Mr. Gill and they can arrange a time.
4. Budget award: FM Caron noted she is still preparing the 2015 budget for submission and will keep the Board informed.

Assistant General Manager's Report

1. Draft MEPDES Discharge Permit: AGM Pontau noted he met with MDEP the previous day and noted that there are some changes, although nothing major over the next 5 years. MDEP is requiring de-chlorination, which was expected; phosphorus testing and reducing chemicals. He noted that MDEP has agreed to give the District an extension on the de-chlorination requirement to allow it to make the necessary changes within the T/P upgrade project. AGM Pontau noted that everything looks good and there are no unexpected problems.
2. Treatment Plan Upgrade – Status Report: AGM Pontau noted that progress on the upgrade is moving along and he has received the 438 page preliminary design report (PDR). We have received approval from MDEP to do a sole-source purchase of the dewatering presses. He noted that he is meeting with Wright-Pierce today to go over the comments he has and then the CM will take the design to get initial quotes from contractors. AGM Pontau noted that he attended a Planning Department meeting yesterday regarding the vehicle and equipment garage and there was no one in attendance from the public and no issues were raised that needed to be addressed. He noted that landscaping similar to the Administration Building landscaping will be added to the plans. He noted that he anticipates going to the Planning Board soon and once it is approved and the design is at 100% they will start construction. AGM Pontau noted an anticipated start in May with completion in November 2015. Trustee Green questioned what they will do with the old presses. AGM Pontau noted that PC Construction is currently looking for a buyer but they may get more as scrap metal. They are still looking at the best way to remove the old presses and evaluating the most profitable way to dispose of them. AGM Pontau noted that MRRRA's lease expires in November 2015, but does not anticipate an issue if that needs to be extended month to month. They will have adequate space here and will not need to keep the building at Brunswick Landing for storage. AGM Pontau noted that they only

sent the 45 page summary to the Board members and will put the full PDR on the T/P upgrade web site.

3. MDEP December Treatment Plant Inspection Report: AGM Pontau noted that Mr. Matt Hight was here to do the MDEP inspection on December 30, 2014. The report shows a satisfactory report noting "Operations and maintenance are excellent at this facility and upgrade is proactive." AGM Pontau noted that Mr. Hight receives our report monthly, and this inspection was for a physical inspection. MDEP does an annual scheduled inspection and a couple of unannounced visits during the year. Chair Priest extended his congratulations to the crew for another great report. There was discussion regarding testing the water temperature for use to heat the building. GM Blanchette noted that there is a pilot project in Barnstable, MA which will use a wastewater pumping station as a heat source for a nearby municipal building. He noted he will be looking into a possible grant to fund a similar project for us that would most likely start with a pump station. GM Blanchette noted that the Admin building was built with the possibilities of doing this and it will be easy to convert. AGM Pontau noted that they do check the influent water temperatures, but do not record them.

General Manager's Report:

1. Status of Legislative Bill to Amend the Charter: GM Blanchette noted that the Charter change has been introduced as a LR (Legislative Request) but has not yet been assigned as a LD (Legislative Document). GM Blanchette also noted that he contacted the Representative and the Senator from Topsham and they have agreed to co-sponsor the bill.
2. Other Legislative Bills: GM Blanchette noted that there are two legislative bills that could affect the Sewer District. They are:
 - a: LD #192: An Act to Clarify the Laws Governing the Collection of Unpaid Sanitary District Charges – GM Blanchette noted that it appears the bill deletes the need for Commitments, but is unsure if this will affect the way we do the commitments and if the Charter needs to be changed or if it would automatically change with the bill. He noted that the proposed collection procedures are already in place so the bill should not create any changes.
 - b: LD #196 An Act to Ensure the Safety of Stationary Public Utility Emergency Service Vehicles – GM Blanchette noted that current laws require drivers to move over for emergency vehicles. This bill will include any public utility vehicle with safety lights. He noted that all of our vehicles have emergency lights and all employees wear high visibility clothing.
3. Discuss MRRA request regarding Brunswick Landing's User Charge: GM Blanchette noted that at the Public Hearing Mr. Tom Brubaker questioned if they were being double billed for the portion of Brunswick Landing's user charge that covers I & I. He noted that we bill them for every gallon, which includes I&I as we are unable to differentiate if it is sewage or I & I. GM Blanchette asked if the Board would like staff to research the matter and determine if there is the possibility of identifying the I&I component. Discussion was made among the Board members on how the general public and Topsham is billed. Chair Priest suggested investigating to see how other towns have dealt with this.

4. News article re: Brunswick Landing Sewer System: GM Blanchette distributed a *The Times Record* article titled “Aging, leaky sewer system bugs MRRA.” GM Blanchette noted that a full system analysis has been recommended. AGM Pontau noted that they have done a lot of repair work, but there still are lines and basins to be fixed. He noted that they have ideas of how to fix the problems but there are other issues to deal with also, including some drain lines that are tied into the sewer because there is no other place to put it. AGM Pontau noted that MRRA had requested a special rate a while ago. Staff noted that MRRA has twice requested the Board consider adjustments to the sewer bill. GM Blanchette to provide that information to the Board.

Petition for Relief of Sewer Use Charge – Miller, 39 Cushing Street

Chair Priest noted that Mr. & Mrs. Miller have not arrived at the meeting and requested GM Blanchette review the matter. GM Blanchette distributed the information regarding the request for a reduction of sewer use charge due to the failures of two pressure tanks that flooded the basement. He noted that he requested to have an employee go to the home to verify the basement flooring. Mr. Miller noted that it is a dirt floor crawl space with no floor drain and the entry is currently blocked with snow. Mr. Miller noted that it is a rental building and was unaware of the problem until he received his bill. The leak has since been repaired. GM Blanchette recommended reducing both bills down to the highest previous readings giving a further reduction total of \$508.33 leaving a balance of \$206.14 for each of the two billing quarters.

IT WAS MOVED BY TRUSTEE RICE AND SECONDED BY TRUSTEE GREEN AND UNANIMOUSLY APPROVED BY THE TRUSTEES PRESENT (4-0) TO APPROVED THE PETITION FOR RELIEF OF SEWER USE CHARGE FOR MR. & MRS. MILLER, 39 CUSHING STREET IN THE AMOUNT OF \$508.33 LEAVING A PAYABLE BALANCE OF \$206.14 FOR EACH QUARTER..

Schedule of Upcoming Meetings and Events

The upcoming meetings and workshops were scheduled as follows:

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| • Strategic Plan Workshop | Thursday | 19 February 2015 | 8:30 a.m. |
| • Trustee Regular | Thursday | 12 March 2015 | 8:30 a.m. |
| • Strategic Plan Workshop | Thursday | 19 March 2015 | 8:30 a.m. |
| • Trustee Regular | Thursday | 16 April 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 GREEN, SECONDED BY TRUSTEE HARVEY, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4 -0) TO ADJOURN THE MEETING AT 9:52 AM.

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