

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**April 16, 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 8:33 a.m. on Thursday, April 16, 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). Also present was Mr. Timothy Gill from Runyon Kersteen Ouellette.

**Meeting Advertisement**

The meeting was advertised in the Friday, 03 April 2015 edition of the *Times Record*.

**Moment of Silence**

Chair Priest noted that former town manager John P. Bibber passed away on March 16<sup>th</sup>. He noted Mr. Bibber was a part-time Superintendent of the District from June 1961 to April 1976. The Board members and staff observed a moment of silence for Mr. Bibber.

**Public Comment**

GM Blanchette distributed e-mail correspondence from Ms. Libby, owner of Debbie's Garden on Harpswell Road. She noted her concern with not being provided an adjustment for water that "goes out the door" in flower vases she sells. GM Blanchette explained to her that since her usage is consistently below the minimum 800 cubic feet, she is charged the minimum charge of \$37.48 (per quarter), and no adjustment is available to minimum usage. Chair Priest noted that all the Board members received a letter from her. GM Blanchette noted he was unsure if she will attend the meeting.

**Correspondence**

GM Blanchette distributed a copy of a thank you note he received from Freeport Sewer District Trustee Ms. Sally Leland. She noted her appreciation for including her in our Trustee meeting and giving her a tour of the Treatment Plant.

GM Blanchette distributed a copy of an email GM Pontau received from Ms. Doris Schroeder inquiring whether credit card payments can be made automatically. AGM Pontau noted that at this time we cannot do automatic withdrawals from credit cards but can from a bank account.

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

The Trustees reviewed the minutes of the March 12, 2015 Regular Board meeting.

*IT WAS MOVED BY TRUSTEE HARVEY SECONDED BY TRUSTEE RICE AND APPROVED BY THE TRUSTEES PRESENT (4-0), TO ACCEPT THE MINUTES OF THE MARCH 12, 2014 REGULAR MEETING OF THE BOARD OF TRUSTEES AS PRESENTED.*

### **Presentation of 2014 Audited Financial Statements**

Mr. Timothy Gill, CPA of Runyon Kersteen Ouellette of South Portland, auditors to the District, reported on the audit of the District financial operations as of 31 December 2014.

Mr. Gill thanked the staff for an easy audit. He noted that it was well organized and he always looks forward to coming here. He noted that the information provided is an opinion based audit report from information given to them. They are not responsible for the financial numbers provided, they only verify what they are given to be true. Mr. Gill noted that the reports do not list everything that was done right, only what was incorrectly done. He noted that there were only two adjusting entries, which were immaterial. He noted that he did not need to enter them but FM Caron requested they be noted as they are issues from switching software and she is currently researching them. He noted that they were pleased with the information provided, and that the information was well prepared.

Mr. Gill reviewed the financial statements with the Board and noted there were no major deficiencies identified. He encouraged the Board to review the numbers and discuss with management any concerns.

Mr. Gill presented to the Board graphs of the financial results for fiscal year 2014, 2013 and 2012 in comparative format. This includes current assets, capital assets / long term debt, current liabilities, revenues, expenses, unrestricted net position, net investment in capital assets, income by source, net income (loss) last ten years and cash flows.

Chair Priest requested if Mr. Gill would meet with the Board in an Executive Session. The Board members thanked FM Caron for her work for an audit well done.

### **Executive Session with Auditors to Discuss Financial Examinations**

*IT WAS MOVED BY TRUSTEE RICE SECONDED BY TRUSTEE HARVEY AND UNANIMOUSLY APPROVED BY THE MEMBERS PRESENT (4-0) TO ENTER INTO EXECUTIVE SESSION WITH MR. TIM GILL AT 9:17 AM TO DISCUSS AN EXAMINATION MATTER UNDER I.M.R.S.A. §405(6)(G).*

The Board returned from executive session at 9:39 a.m. No action was taken during the executive session.

Mr. Gill left the meeting at 9:39 a.m.

### **Adoption of 2014 Audited Financial Statements**

*IT WAS MOVED BY TRUSTEE HARVEY SECONDED BY TRUSTEE GREEN AND VOTED UNANIMOUSLY BY THE TRUSTEES PRESENT (4-0) TO ADOPT THE 2014 AUDITED FINANCIAL STATEMENTS AS PRESENTED.*

## **Treasurer's Report**

Financial: Trustee Green noted the March 2015 Variance Analysis report indicated billing revenue to be \$12,000 under projection and non-billing revenue to be \$31,000 above projection. Expenditures are \$66,000 over projection at this time, indicating overall revenue over expenditures of \$83,000 below projection. The Capital expenses are over by \$63,000. Trustee Green noted the receivables were at \$45,400 and liens were at \$800. FM Caron noted that this is due to the timing of the billing cycle.

Forecasted vs. Actual Revenue: Trustee Green noted that Topsham Sewer District, and Septage operating revenues are currently running ahead. Residential, Commercial, and Brunswick Landing are running behind. Catch Basins are behind by \$14 indicating an overall \$12,014 below projection. Non-Operating Revenue is above projection by \$28,930.

FM Caron noted that consumption was down 3% from the first quarter 2014 to first quarter 2015. GM Blanchette noted that the Water District is changing meters to automatic readers, which usually read more accurately and note a higher consumption as old meters tend to under-report. FM Caron noted that BIW has been sporadic, decreasing and then spiking. She also noted that Brunswick Landing was down 7% from last year, which GM Blanchette noted was most likely due to both a lack of precipitation and the numerous short liners installed during 2014. It was noted that non-operating revenues for the Topsham Sewer District and Town of Brunswick were up due to additional jobbing.

Capital & Operations expenses: Trustee Green questioned the budgeted item for a fiber optic cable to Pine Tree Road property. AGM Pontau noted that this was something he wanted to do because of the poor internet service received at this location. He noted that Verizon and Comcast have become unreliable and we have also had several problems with the phone service. AGM Pontau noted that upgrading will also increase the internet fees and he is looking at other options. At this point, this item has been put on hold.

Trustee Barbour questioned the overage on small equipment fuel. AGM Pontau noted that we have a fuel trailer now that was filled instead of randomly filling five gallon cans.

Trustee Barbour also questioned the overages on the new CCTV Box truck. AGM Pontau noted that it was customized to fit our needs and price was based on a standard package. He noted that they added a crane and modified how the generator was hooked up to make a better product. AGM Pontau also noted that it is an aluminum box on a chassis that cost more but could be moved to another chassis when this one gets older. He noted that the CCTV van will be in the parking lot after the meeting for the Board members to tour. The Board members noted that they are pleased with the product purchased and AGM Pontau gave the credit to Senior Operator Ernie Bergeron for the set up.

Warrants: The weekly Warrants for March 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 questioned the line item for MMBB, which is loan payment for the 2005 pipe lining and replacement project.

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

AGM Pontau reported that the total flow to the treatment plant for March 2015 was 59.5 MG, up approximately 15% from the previous month and down 2% from this time last year. Flows of 10.32 MG and 5.13 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.92 MG, or 50% of that allowed by permit. Maximum daily flow processed was 2.57 MG, on March 31, 2015. Precipitation for the month totaled 1.58", with a daily maximum of .55" on March 14, 2015.

Septage received for the period totaled 28,200 gallons, up 7% from the previous month. Removal rates for BOD and TSS for the period were 96.4% and 94.6%, respectively. A total of 212 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.

### **Presentation of the 2014 Summary Report of Activity - Collection and Pumping Division**

GM Blanchette reviewed the summary of activities that the Collection and Pumping Division had completed in 2014. Preventative maintenance standard procedures included items such as sewer line inspections, maintenance, and replacements and pump station maintenance. Additional work completed included vehicle maintenance, Mere Point inspections and maintenance, pump cleaning, flow study, Water Street kiosk, paving and rebuild pump at Maine Street Station. GM Blanchette noted that changing from a five day work week to a four day work week has made a significant difference on work being completed. GM Blanchette noted he will provide an annual comparison chart for the next meeting at Chair Priest's request.

### **Quarterly Status Report on Board of Trustee 2015 Goals**

GM Blanchette reviewed the status report of the 2015 Trustee goals. He noted that as part of the District's succession planning AGM Pontau will complete his MBA the first of June, Ms. Jennifer Nicholson is taking courses for her Business Administration degree and Mr. Mike Jouver will receive his Associates Degree in Electrical Technology in May.

### **Status of LD 650 – An Act to Amend the Brunswick Sewer District Charter**

GM Blanchette noted that the legislative public hearing for the bill to amend the Charter to increase our debt limit from \$20,000,000 to \$25,000,000 occurred on March 18<sup>th</sup> with the Joint Committee on Energy, Utilities and Technology. He noted that Senator Gerzofsky introduced the bill, followed by testimony in favor of the bill by Chair Priest and himself. A work session was held on March 25<sup>th</sup>, and it was voted out of committee with an 'Ought to Pass' recommendation to the full Legislature. GM Blanchette is unsure when the Legislature will be considering the bill.

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

1. 2015 Operations Budget: FM Caron distributed the bound 2015 Operations Budget. She noted that this is not the packet that will be sent in for the budget award.

2. Maine Municipal Property & Casualty Insurance flyer: FM Caron distributed a flyer that listed the 2014 Property and Casualty Pool benefits for the 2014 – 2015 year totaling \$3,949.
3. Benefits Committee: FM Caron noted that the benefits committee will be meeting April 29<sup>th</sup> and will be reviewing all the benefits offered to the employees.

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

1. Treatment Plant Upgrade – status report: AGM Pontau noted that they are still working on the design and should have initial estimates soon. He noted that they are refining the heating, roofing, layout, and electrical to reduce the costs. He has met with codes to do a walk through for fire and electrical systems. They are designing to the NFPA F20 fire code that municipalities are required to use. He noted that things are moving along and looking for temporary setups for a six month period and the costs involved.
2. Vehicle / Equipment Garage – status report: AGM Pontau noted that the bids for the garage are due today but he will not see them until after PC Construction looks at them. He hopes to have numbers for next week. AGM Pontau displayed a rendering drawing of the office and garage design. He noted that everything is currently on schedule.

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

1. Trustees Term list: GM Blanchette distributed the Trustee's term listing, noting that Trustee Rice was recently reappointed to a new term.
2. NNEPRA Storm Water Permit Public Hearing Testimony: GM Blanchette noted he testified at the hearing. He noted that statements had been made that the project had all the necessary permits from BSD, which was not the case. He testified that they still need to get a sewer discharge permit. He noted that it was a well-attended meeting. GM Blanchette distributed a copy of his testimony that he read at the meeting.
3. "Water Treatment Cycle" poster / QR Code Program submission to trade magazines: GM Blanchette noted that he is submitting the Water Treatment Cycle poster to a couple of national magazines for publication. Chair Priest noted that this was a well done project. GM Blanchette noted that this is at the Water Street pump station and are currently working on another one for the Mill Street Station.
4. Outside Watering Meters: GM Blanchette distributed e-mail correspondence with Mr. Alan Frasier at BTWD regarding water meters. He noted that the District can obtain meters from the Water District and the cost would be cheaper. He noted that BTWD would teach us how to fix and update the water meters. Trustee Rice noted that customers need to be informed on how to install, work with them and take care of them. GM Blanchette noted that this is still in the research stage.
5. Vacation: GM Blanchette noted that he would be out of the office on vacation the week of April 20<sup>th</sup> and would be local in case he needed to be reached.

### **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 Trustee Rice's reappointment officers need to be elected per the District's Charter.

*IT WAS MOVED BY TRUSTEE RICE, 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, TRUSTEE GREEN AS TREASURER AND TRUSTEE RICE AS ASSISTANT TREASURER.*

### **Schedule of Upcoming Meetings and Events**

The upcoming meetings and workshops were scheduled as follows:

- |                           |          |              |           |
|---------------------------|----------|--------------|-----------|
| • Trustee Regular         | Thursday | 14 May 2015  | 8:30 a.m. |
| • Trustee Regular         | Thursday | 11 June 2015 | 8:30 a.m. |
| • Strategic Plan Workshop | Thursday | 18 June 2015 | 1:00 p.m. |
| • Trustee Regular         | Thursday | 16 July 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 HARVEY, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4 -0) TO ADJOURN THE MEETING AT 10:35 AM.*

Attest: \_\_\_\_\_

David N. Barbour  
Clerk, Board of Trustees