

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
May 14, 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 8:34 a.m. on Thursday, May 14, 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 Barbour.

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, 01 March 2015 edition of the *Times Record*.

Public Comment

GM Blanchette noted that there was no public comment at this time.

Public Outreach

1. GM Blanchette noted on April 14th he met with Ms. Michelle Lester, the new publisher for the Times Record. He noted they discussed the goals of our outreach program and the continuing need to have the Times Record as a partner in reaching all of the community. Ms. Lester was engaged and had several good questions concerning the District and its programs and is committed to helping the District.
2. GM Blanchette noted on April 29th he met with Ms. Sarah Brayman, the chairperson of the Brunswick Town Council. He noted that Ms. Brayman's goal was to get a better understanding regarding the concern of some council members that Topsham Sewer District may not be paying its fair share. Ms. Brayman asked several questions. GM Blanchette reviewed both sides of the issue. GM Blanchette noted that he welcomed the opportunity to continue the discussion with the Chair or present a workshop for the Town Council. Ms. Brayman noted that she is aware that there are two sides to this issue.
3. GM Blanchette distributed a print and digital copy of the kiosk / interactive poster article that appeared in the May 5th edition of the Times Record. He also attached the article that appeared in the May 8th edition of The Forecaster's Midcoast edition. Trustee Green noted that it should also be noted that they can view the video from the website. AGM Pontau noted that he gave it to a neighbor that took it to Greely High School. GM Blanchette noted that he was pleased with the articles although not every comment was written the way he explained it.

4. GM Blanchette noted that he submitted the kiosk article and photos to two national trade magazines – TPO magazine and the Municipal Sewer & Water. MW&S has expressed an interest in also profiling the District which could be a cover story.
5. GM Blanchette noted the kiosk article / photos will be published in the Maine Water / Wastewater News and it was sent to the New England Water Environment Association for publication in its quarterly journal.

Correspondence

GM Blanchette distributed a letter from the Maine Joint Environmental Training Coordinating Committee (JETCC) thanking the District for its involvement in providing a training location and covering some of the refreshment and lunch costs for the 2013 – 2014 Management Candidate School and the 2014 Basic Wastewater Course.

GM Blanchette distributed a letter from Dirigo Management Company requesting an adjustment for a sewer bill for property at 41 River Road and our letter in response to their request. They determined the source for the excess water use to be a running toilet. GM Blanchette informed them that typically the Board does not grant an adjustment for water that did enter the sewer system, but that they were welcome to file a petition should they choose. He noted that he sent the note on April 14th and we have not received any response at this time. Trustee Green suggested adding a note in the newsletter regarding leaking toilets.

Adoption of Minutes of Previous Meeting

The Trustees reviewed the minutes of the April 16, 2015 Regular Board meeting.

IT WAS MOVED BY TRUSTEE RICE SECONDED BY TRUSTEE GREEN AND APPROVED BY THE TRUSTEES PRESENT (4-0), WITH TRUSTEE BARBOUR ABSTAINING, TO ACCEPT THE MINUTES OF THE APRIL 16, 2015 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.

The Trustees reviewed the minutes of the November 06, 2014 Annual Budget meeting.

IT WAS MOVED BY TRUSTEE BARBOUR SECONDED BY TRUSTEE GREEN AND APPROVED BY THE TRUSTEES PRESENT (5-0), TO ACCEPT THE MINUTES OF THE NOVEMBER 06, 2014 ANNUAL BUDGET MEETING WITH MINOR CHANGES NOTED.

Treasurer's Report

Financial: Trustee Green noted the April 2015 Variance Analysis report indicated billing revenue to be \$7,000 under projection and non-billing revenue to be \$41,000 above projection. Expenditures are \$38,000 over projection at this time, indicating overall revenue over expenditures of \$4,000 below projection. The Capital expenses are over by \$51,000. Trustee Green noted the receivables were at \$34,400 and liens were at \$800. FM Caron noted that this is due to the timing of the billing cycle and the rate increase. AGM Pontau also noted that we recently sold the old CCTV van for \$2,700.00.

Forecasted vs. Actual Revenue: Trustee Green noted that Commercial, Topsham Sewer District, and Septage operating revenues are currently running ahead. Residential and Brunswick

Landing are running behind. Catch Basins are behind by \$14 indicating an overall \$7,129 below projection. Non-Operating Revenue is above projection by \$35,644.

Discussion was made among the Board members and staff regarding the increase and decrease in numbers with Topsham Sewer District and Brunswick Landing. AGM Pontau noted that they have done a considerable amount of work at Brunswick Landing. He noted that he has spoken with Mr. Brubaker about sump pump removal for Hanger #5 and he believes they have addressed this issue. Regarding Brunswick Landing, discussion was made regarding the quality of the lines, the future process of taking over those lines, the incoming digester and expectations that would need to be met, and the need to plan for revenue reductions as they reduce the I&I.

Capital & Operations expenses: It was noted that there is 67% of the budget remaining, showing we are on track. GM Blanchette noted that the capital budget is approximately \$78,000 or 16.5% of the budget spent. He noted that this will change with the River Road Pump station upgrade. AGM Pontau noted that they will be doing a complete overhaul, increasing the pump station wet well from 4 foot to an 8 foot diameter and the pumps from 4 inch to 8 inch. He noted that they just signed a contract with H.C. Crooker & Sons. AGM Pontau noted that they may hold off on the generator for Gurnet Road and the fiber optics cable due to the overage on the CCTV van.

Warrants: The weekly Warrants for April 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 Hannaford, which FM Caron noted was the last payment for remote collections. It was also questioned what the policy was for personal use of the District credit card. GM Blanchette noted that the policy is to not use it for personal use, and in the case of this month's charge, it was used in error. Discussion was made regarding the rental cost at Orion Drive vs. the cost of the new garage building.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for April 2015 was 87.08 MG, up approximately 46% from the previous month and down 2% from this time last year. Flows of 15.43 MG and 6.81 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.90 MG, or 75% of that allowed by permit. Maximum daily flow processed was 4.51 MG, on April 1, 2015. Precipitation for the month totaled 3.72", with a daily maximum of 1.29" on April 22, 2015.

Septage received for the period totaled 122,000 gallons, up 333% from the previous month. Removal rates for BOD and TSS for the period were 95.8% and 94.9%, respectively. A total of 203 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 Collection and Pumping Annual Quantities Report

AGM Pontau distributed a graph showing the work completed between 2008 and 2014. He noted the differences in work completed when the District went to a 4-day work week in 2011

and began the sick time buyback program. He noted that they also went to a five person crew at that time. GM Blanchette noted that several items were revenue makers as well.

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

GM Blanchette noted that the bill passed the Maine House on April 16th and the Maine Senate on April 21st and became law on May 3rd. He noted that there was no controversy so it passed without the governor's signature. He noted that he is now working on the public outreach in preparation for the November 2015 referendum vote. He distributed an article that will be in the next newsletter and subsequent articles in the local newspapers.

GM Blanchette noted that this still has to go to a referendum vote as that is a State requirement. The Board discussed who will be voting as it is a ratepayers vote, not a town vote. The Board discussed how staff will proceed if the vote does not pass. GM Blanchette noted that they would have to scale things back to stay within the debt limit we currently have. Chair Priest requested an item be placed on the June agenda for the creation of a Referendum Committee.

Finance Manager's Report

1. Current Edition of Newsletter: FM Caron distributed a copy of the most recent edition of the District Digest. She noted that we have had Darcy Dutton from Admin, Matt Densmore from Treatment and Aaron Temple from Collections for the past two years. She noted a new group of staff will be incoming for the next two years. They will be Lisa True from Admin, Jason Prout from Treatment and Mike Jouver from Collections. FM Caron thanked the outgoing crew for their contributions. The Board discussed items to add into the newsletter, including ways to view the newsletter.
2. Annual Investment Report Update: FM Caron noted that the financial advisors, Mr. Bernard Waterman and Mr. John Frost, from Peoples United Bank, along with a fixed income strategist, will attend the June meeting to present the District's annual investment report.

Assistant General Manager's Report

1. Treatment Plant Upgrade – status report: AGM Pontau noted that they will be at 60% design by next week and then will go through and prioritize and fine tune the numbers. He noted that input from PC Construction has been very helpful and he is very happy with the progress. AGM noted he is looking into doing something to get the crews together, possibly for a ground breaking for the garage construction.
2. Vehicle / Equipment Garage – status report: AGM Pontau noted that he estimated the cost to be around \$2 million but when it went to bid the numbers came in a lot higher than expected. He noted that they have removed some items and reduced the cost on other items and brought the total down to \$2.6 million. He noted that they are also looking at items in the Treatment Plant that don't need to be done right now. AGM Pontau noted that they have already purchased the new presses and are looking into the best way to remove the current one. He noted that Wright-Pierce is working well using the CM process.
3. River Road 2 Pump Station Upgrade Project: AGM Pontau noted that H.C. Crooker was awarded the bid for this project. He noted that they have had to make changes to bring the price down, which is \$279,000. The budget is set at \$280,000.

4. Union Street Service Line Repair: AGM Pontau noted that a service line was plugged. The customer contacted Labbe & Son and they found that the problem was in the stack, which is the Districts responsibility. He noted that he hired Labbe & Son to continue the work and they rerouted the line to our manhole instead of digging down 18 feet to replace the line in place. AGM Pontau noted he hasn't see the bill yet but they were there for three days. He noted that the customer was easy to work with despite just having landscaping done.

General Manager's Report:

1. Trustees Photos: GM Blanchette noted that he will have a photographer here for the June meeting to have photos done of the Board. He will send out notices before the meeting to remind the Board.
2. MMA Article on Effective Board Practices: GM Blanchette distributed the MMA article *Public practices of ineffective councils and boards*. He noted he thought it was an interesting article.
3. Sump Pump / Roof Drain Flow Removal Program: GM Blanchette distributed an article that he is working on for the newsletter regarding removal of sump pump and roof drain discharges. He noted that it is a long term project that he is starting to work on. The goal of this short article is to give the Board a sense of the process he intends to use to develop the program to obtain the public and Town's buy-in.

Schedule of Upcoming Meetings and Events

The upcoming meetings and workshops were scheduled as follows:

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| • 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. |
| • Trustee Regular | Thursday | 13 August 2015 | 8:30 a.m. |

Remarks:

Trustee Harvey noted he will have a summary from the benefits committee meeting at the next meeting. 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 BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (5-0) TO ADJOURN THE MEETING AT 10:23 AM.

Attest: _____

David N. Barbour
Clerk, Board of Trustees