

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
July 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, July 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, Rice and Barbour.

Members absent: Trustee Harvey

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, 03 July 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 distributed a copy of an article from the current edition of the Journal of the New England Water Environment Association reporting on the kiosk / interactive poster project.
2. GM Blanchette distributed a copy of the submission he sent to the Times Record on why BSD joined the Southern Midcoast Maine Chamber. He enclosed a copy of the article published in the Times Record on June 15, 2015.
3. GM Blanchette distributed a copy of what he will be presenting at the Southern Midcoast Maine Chapter Small Business Success Seminar on August 19, 2015.

Correspondence

GM Blanchette noted that Mr. Richard Meoli, representing his former tenant, Timothy Coffey for property at 33B Garrison Street, has filed a petition for consideration by the Board for a further reduction in a sewer use charge. He noted that this is an agenda item for this meeting.

Adoption of Minutes of Previous Meeting

The Trustees reviewed the minutes of the June 11, 2015 Regular Board meeting.

IT WAS MOVED BY TRUSTEE RICE SECONDED BY TRUSTEE BARBOUR AND APPROVED BY THE TRUSTEES PRESENT (4-0), TO ACCEPT THE MINUTES OF THE JUNE 11, 2015 REGULAR MEETING OF THE BOARD OF TRUSTEES AS PRESENTED.

Discussion of Allowable Investments with James Saffian, Esq. of Pierce Atwood

GM Blanchette noted that this has been rescheduled to the August 13, 2015 Board Meeting.

Petition for Relief of Sewer Use Charge

GM Blanchette noted that Mr. Richard Meoli, representing his former tenant, Timothy Coffey for property at 33B Garrison Street, has filed a petition for consideration by the Board for a further reduction in a sewer use charge. GM Blanchette noted that after Mr. Meoli's former tenant, Mr. Coffey, received a large water bill they found a water line leak under the building slab. GM Blanchette reviewed the billings for the years 2012 – 2015 and noted the significant increase in usage during 2014 and believe this is when the leak began. Mr. Meoli is only requesting a reduction for the 4th quarter of 2014 for his tenant, Mr. Coffey. GM Blanchette noted it was determined that none of the water entered the sewer system and the usage has dropped since repairs were made. GM Blanchette is recommending that the Board consider a 50% adjustment for all of the flow for 2014. He noted that a reduction of \$313.90 has already been applied and therefore is recommending a further reduction of \$447.42. He noted that the tenants that paid the bills during 2014 would be the ones being reimbursed.

IT WAS MOVED BY TRUSTEE RICE SECONDED BY TRUSTEE BARBOUR AND APPROVED BY THE TRUSTEES PRESENT (4-0), TO APPLY A 50% FURTHER REDUCTION IN SEWER USE CHARGE IN THE AMOUNT OF \$447.42 TO BE REIMBURSED TO THE TENANTS OF 33B GARRISON STREET DURING THE YEAR 2014.

Treasurer's Report

Financial: Trustee Green noted the June 2015 Variance Analysis report indicated billing revenue to be \$13,000 under projection and non-billing revenue to be \$43,000 above projection. Expenditures are \$81,000 below projection at this time, indicating overall revenue over expenditures of \$111,000 over projection. The Capital expenses are over by \$52,000. Trustee Green noted the receivables were at \$43,600 and liens were at \$1,300.

Forecasted vs. Actual Revenue: Trustee Green noted that Topsham Sewer District and Septage revenues are running ahead and Residential, Commercial and Brunswick Landing revenues are running behind. Catch Basins are ahead by \$253 indicating an overall \$13,195 below projection. Non-Operating Revenue is above projection by \$36,486. AGM Pontau noted that Topsham will back off and Brunswick Landing will increase as work is shifting.

Capital & Operations expenses: AGM Pontau noted that the capital budget expenditures are approximately \$96,507 to date or 20.4% of the budget spent. He noted that the roll-off container has arrived and did not cost as much as expected. AGM Pontau noted that the Gurnet Road pump station generator was removed from this year expenditures and the funds were applied to the River Road project. He noted that he has seen the draft plans for River Road and the work should begin in August. AGM Pontau noted that the plotter is still on hold for this year.

Warrants: The weekly Warrants for June 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 Simard & Sons, which GM Blanchette noted was the inspections for the underground #2 fuel tank as required by MDEP. He noted that per current regulations, the double-walled fiberglass tank will probably need to be replaced in the next 5 years. He will check with MDEP to see if there are exceptions or exemptions.

Commitments: 01 July to 30 September 2015

IT WAS MOVED BY TRUSTEE RICE, SECONDED BY CHAIR PRIEST, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (3-0) WITH TREASURER GREEN ABSTAINING, TO COMMIT TO THE TREASURER FOR COLLECTION THE RATES FOR THE PERIOD 01 JULY 2015 TO 30 SEPTEMBER 2015 IN ACCORDANCE WITH THE SCHEDULE OF RATES AS COMPUTED AND SET FORTH IN THE ACCOUNTS ON FILE AT THE BRUNSWICK SEWER DISTRICT.

Chair Priest questioned if we will be able to not approve commitments with the new Legislative bill. GM Blanchette noted that he believed we will be able to and will look into this.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for June 2015 was 63.29 MG, down approximately 8% from the previous month and down 11% from this time last year. Flows of 11.04 MG and 5.13 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.11 MG, or 55% of that allowed by permit. Maximum daily flow processed was 2.51 MG, on June 3, 2015. Precipitation for the month totaled 5.98", with a daily maximum of 1.77" on June 21, 2015.

Septage received for the period totaled 240,750 gallons, up 77% from the previous month. Removal rates for BOD and TSS for the period were 96.8% and 94.0%, respectively. A total of 348 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.

Action to Set SRF Loan Application Loan Amount

GM Blanchette discussed the MMBB Clean Water SRF Loan application with the Board and noted that he would like to start the loan process. After much discussion with the Board, it was decided to wait until the full Board is present to request action.

Quarterly Report on Board of Trustees' 2015 Goals

GM Blanchette distributed the Quarterly Report on the Board of Trustee 2015 Goals and reviewed each line item with the Board. Line items reviewed were:

1. Investment in Infrastructure – The Treatment facility is at 60% design.
2. Strategic plan's TSD Services Agreement – Mr. Stuart Kay, TSD Superintendent, has been provided the analysis, and will be speaking to the TSD Board. GM Blanchette reported that he will be attending TSD's August Board meeting.

3. Public Relations – Received positive feedback from newsletter and noted responses from people noting they have watched the Board meetings.
4. Androscoggin River reclassification – This is not a requirement at this time, but noted that if a reclassification occurred, the District would probably be granted several years to come into compliance.
5. Research treatment technologies – There are a lot of studies currently going on and will have synopsis for the fourth quarter report.
6. Succession Planning & Staff Cross-Training – This is ongoing and some cross-training is being postponed until after the Treatment Plant project is completed.
7. Outside Watering Policy – No changes currently as staff is looking at other Districts and how they handle this.

GM Blanchette distributed the article being placed in the next edition of the newsletter regarding removal of sump pump and roof drain discharges.

Chair Priest recommended framing the goals and posting them in the conference room.

Charter Referendum Update

GM Blanchette noted he has checked-in with Ms. Fran Smith at the Brunswick Town office to confirm she has received everything she needs from the District for her department to develop the voting list for the referendum notice. AGM Pontau noted that a letter should be sent to everyone on the list. The Board is concerned that non-users who reside within the District are made aware of the upcoming vote. GM Blanchette noted he will submit an informational article for publication in the local papers and that our website has information concerning the referendum.

Finance Manager's Report

FM Caron noted that she had nothing to report at this time.

Assistant General Manager's Report

1. Treatment Plant Upgrade – Status Report: AGM Pontau noted that the Treatment Plant upgrade is at 60% design. He noted that a design meeting was held last week and everything appears to be on schedule. He believes they will be at 90% design by September / October.
2. Vehicle / Equipment Garage – Status Report: AGM Pontau noted that footings have been placed on the vehicle garage and will have foundations in by next week, with the steel arriving in August. He noted that they will not extend the lease at MRRA once they move back here. AGM Pontau noted the heating system will be using natural gas and will run off a heat pump system. He noted that he has only heard from one person in the neighborhood and has seen people walk by but has not heard any complaints. He noted that they are currently working on a new access entrance to the Admin building.

General Manager's Report:

1. September Vacation for GM: GM Blanchette noted that he is on vacation the first two full weeks of September. He also noted that AGM Pontau is also away for the September 17th Board meeting and questioned if the Board may want to reschedule that meeting. It was

suggested to move the September meeting to September 29th to be held before the Strategic Plan workshop. GM Blanchette noted he will send out e-mails to the Board seeking a date for the September meeting and seek a decision at the next meeting.

2. Upcoming Board Vacancy – Notify Town: GM Blanchette noted with Trustee Barbour's resignation this fall should he notify the town now of a future vacancy or wait until Trustee Barbour has resigned? The Board discussed the matter and decided he should notify the town of the upcoming vacancy.
3. BTWD Transmitters at BSD Pump Stations: GM Blanchette noted that if anyone questioned the tall poles next to some of our pump stations, tell them that they are transmitters owned by the Water District and being used to transmit water meter readings. GM Blanchette enclosed a photo of the transmitter at the Remington Way Pump Station.
4. FOAA Training for Trustees: Following up on a Board request, GM Blanchette asked Assistant Attorney General Ms. Brenda Kielty, the state's FOAA Ombudsman, if Freedom of Access Act (FOAA) training was required for the Board members, whom are appointed – not elected. Ms. Kielty believes that the intent of the law is they should be trained. GM Blanchette also asked the district's attorney, Moncure & Barnicle, for an opinion. Mr. Hornbeck responded noting that our Board members are appointed and not elected, it is therefore his opinion that they do not need to be trained. While comfortable with the opinion, the Board has nonetheless decided to obtain the training and has suggested the possibility of getting other area Board members together to offer the training as a group later this year. GM Blanchette noted he will make the arrangements.
5. GM Reappointment to JETCC Board of Directors: GM Blanchette noted to the Board that he has been reappointed by MDEP to a 3-year term on the Joint Environmental Training Coordinating Committee's Board of Directors.

Schedule of Upcoming Meetings and Events

The upcoming meetings and workshops were scheduled as follows:

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| • Trustee Regular | Thursday | 13 August 2015 | 8:30 a.m. |
| • Trustee Regular | Thursday | 17 September 2015 | 8:30 a.m. |
| • Strategic meeting | Tuesday | 29 September 2015 | 8:00 a.m. |
| • Trustee Regular | Thursday | 15 October 2015 | 8:00 a.m. |

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 (4 -0) TO ADJOURN THE MEETING AT 10:19 AM.

Attest:

David N. Barbour
Clerk, Board of Trustees