

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
September 29, 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 8:04 a.m. on Tuesday, September 29, 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 Rice, Harvey and Barbour.

Members absent: Trustee Green

Others present: General Manager (GM) Blanchette, Assistant General Manager (AGM) Pontau, Finance Manager (FM) Caron, Camera Operator Mike Jouver and Administrative Assistant Bonnie Shippen (minutes). Also present were Mr. Andrew Proulx for 9 Dunning Street, and Mr. James Ruth from 111 McKeen Street.

Meeting Advertisement

The meeting was advertised in the Friday, 11 September 2015 edition of the *Times Record*.

Public Comment / Correspondence

1. GM Blanchette noted Mr. Proulx, on behalf of 9 Dunning Street, LLC, has filed a petition for Board consideration of an adjustment to an outstanding sewer use charge. He noted Mr. Proulx is attending this meeting and this is an agenda item for this meeting.
2. GM Blanchette noted the McKeen Street Learning Center, Inc. has filed a petition for Board consideration of an adjustment to an outstanding sewer use charge. He noted Mr. Ruth is attending the meeting representing the McKeen Street Learning Center and this is an agenda item for this meeting.

Public Outreach

1. GM Blanchette noted the national Municipal Sewer & Water magazine sent a photographer (from Lewiston) to take photos that will appear with the District profile and the interactive poster article in a forthcoming issue. He noted that it appears that the District may be the cover story.
2. GM Blanchette distributed an article concerning the upcoming Charter Referendum that has been submitted to two local papers. He noted that the article is focused on the non-customers within the District, noting that they may vote on the referendum question. GM Blanchette noted the article has not been published in the *Times Record* yet and he has not had a chance to look at the *Forecaster* to see if it has been published.

Other Information

None at this time.

Adoption of Minutes of Previous Meeting

The Trustees reviewed the minutes of the August 13, 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 AUGUST 13, 2015 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.

Petition for Relief of Sewer User Charges:

a. 9 Dunning Street, Mr. Andrew Proulx, Nine Dunning Street, LLC

GM Blanchette noted Mr. Andrew Proulx, on behalf of Nine Dunning Street, LLC is requesting relief from an outstanding \$8,000 in sewer charges that the LLC ‘unknowingly’ inherited when it purchased the 9 Dunning Street property at auction. GM Blanchette noted he denied the original request but offered them the opportunity to appeal his decision to the Board. He noted it was his understanding from staff that the auction company was informed of the outstanding balance. He noted in fairness to all of our other customers, service was rendered and the district should be paid for that service. GM Blanchette introduced Mr. Proulx to the Board.

Mr. Proulx noted that when he went to the auction and reviewed the packet he only noticed the back taxes that were owed. He noted that he called the District on the following Friday to find out if there was anything owed and the District was closed. He noted he took a chance that nothing was owed. Mr. Proulx noted that it was a foreclosure and the banked owned the building but did not pay any bills during that time. Mr. Proulx noted he found leaky toilets but also found a broken pipe in the crawl space. He noted that he is not looking for a full relief as there was some waste water that did go to the treatment plant due to the leaking toilets. Mr. Proulx noted the Town has helped him with the back taxes and the Water District has given him two months abatement. He noted that currently the liens the District have on the property are preventing him from closing on the property. Mr. Proulx noted he would like an answer soon from the Board so he can pay the debt and clear up the liens. He noted that he has set up automatic payments with the District for all future billings.

The Board members discussed the matter and decided to have Mr. Wharff from Collections meet with Mr. Proulx and the plumber, Mr. Turnbull, at the property to determine what amount may have not entered the District system because of the broken pipe. GM Blanchette noted he would do some research, gather information and have an answer for Mr. Proulx in two weeks. Mr. Proulx thanked the Board and staff for their time. Mr. Proulx left the meeting at 8:27 a.m.

b. 111 McKeen Street, McKeen Street Learning Center, Inc.

GM Blanchette noted the Board of Directors of the McKeen Street Learning, Inc. has requested further consideration by the Trustees for relief from a \$4,722 sewer use charge. The excess water use was due to a leaking underground water line. GM Blanchette noted the leak continually flooded the building’s crawl space and was then discharged by a sump pump. GM Blanchette noted Mr. Ruth was here representing the McKeen Street Learning Center and introduced him to the Board.

Mr. Ruth noted that this was a problem he was unaware of until the Water District noted he had a high reading. When they entered the basement they found six inches of water. He noted that the sump pump was continually running and leaking back into the basement. Mr. Ruth noted the Water

District gave the Center a credit of half the bill. GM Blanchette noted the District went to the property and determined that none of the water went into the sewer system. The packet included a statement from Mr. Wharff and photos of the sump pump discharge piping extending outside the building. Mr. Blanchette recommended the Trustees reduce the outstanding charge down to the highest billed amount of the previous three quarters. GM Blanchette noted it was his recommendation to reduce McKeen Street Learning Center, Inc. invoice from \$4,722 down to \$135.86.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE HARVEY AND APPROVED BY THE TRUSTEES PRESENT (4-0), TO REDUCE THE SEWER USE CHARGE FROM \$4,722 TO \$135.86 FOR 11 MCKEEN STREET.

Mr. Ruth thanked the Board and staff noting his appreciation. Mr. Ruth left the meeting at 8:36 a.m.

Treasurer's Report

Financial: GM Blanchette noted the August 2015 Variance Analysis report indicated billing revenue to be \$38,000 under projection and non-billing revenue to be \$37,000 above projection. Expenditures are \$84,000 below projection at this time, indicating overall revenue over expenditures of \$83,000 above projection. The Capital expenses are over by \$22,000. GM Blanchette noted the receivables were at \$34,900 and liens were at \$1,200. FM Caron noted that many accounts have balances but not all have liens.

Forecasted vs. Actual Revenue: GM Blanchette 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 \$501 indicating an overall \$38,006 below projection. Non-Operating Revenue is above projection by \$35,966. Chair Priest questioned Brunswick Landing being below forecasted. It was noted that most of the amount comes from I & I and September has been a dry month.

Capital & Operations expenses: The capital budget was reviewed and AGM Pontau noted that the Treatment Plant upgrade is almost at 90% design. He noted that the amount paid to-date is lower than the billed amount because billing requisitions run a month behind. There is approximately half a million dollars in work completed but not yet billed. GM Blanchette noted some items on the capital list are being put off until the end of the year when vendors have greater sales discounts.

Warrants: The weekly Warrants for August 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 of BEK. AGM Pontau noted that the file server failed and needed to be replaced. He noted that they were able to run a temporary one, but decided to replace it in this year's budget. He noted no information was lost in the transfer.

Commitments: 01 October to 31 December 2015

IT WAS MOVED BY VICE CHAIR HARVEY, SECONDED BY CHAIR PRIEST, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (3-0) WITH THE ASSISTANT TREASURER ABSTAINING, TO

COMMIT TO THE TREASURER FOR COLLECTION THE RATES FOR THE PERIOD 01OCTOBER 2015 TO 31 DECEMBER 2015 IN ACCORDANCE WITH THE SCHEDULE OF RATES AS COMPUTED AND SET FORTH IN THE ACCOUNTS ON FILE AT THE BRUNSWICK SEWER DISTRICT.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for August 2015 was 48.16 MG, down approximately 16% from the previous month and down 37% from this time last year. Flows of 8.1 MG and 3.87 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.55 MG, or 40% of that allowed by permit. Maximum daily flow processed was 1.79 MG, on August 30, 2015. Precipitation for the month totaled 1.85", with a daily maximum of 1.18" on August 11, 2015.

Septage received for the period totaled 228,550 gallons, up 1% from the previous month. Removal rates for BOD and TSS for the period were 96.4% and 96.0%, respectively. A total of 222 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.

Recommendation of Review Committee: Financial Audit Services

FM Caron noted that Trustee Harvey, GM Blanchette, AGM Pontau and herself interviewed with Mr. Smith from Smith & Associates as theirs was the lowest proposal submitted. She noted after the presentation the decision was left up to her and she has chosen to stay with RKO. FM Caron explained her decision based on the information and interview. She noted that although RKO cost is higher, they have quoted a reduced price to continue being our auditors. GM Blanchette noted that he was in agreement with FM Caron in her decision. Trustee Harvey noted that he believes the cost may be less, but the increase in time spent for a new auditor will cost more overall in Admin time. He noted with the treatment plant upgrade, he believes staying with RKO is the best decision at this time.

IT WAS MOVED BY TRUSTEE RICE, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) TO ACCEPT CONTINUED SERVICE OF RUNYON KERSTEEN OUELLETTE (RKO) AND THEIR PROPOSED RATES AS THE DISTRICT AUDITORS FOR YEARS 2015 THROUGH 2018.

Finance Manager's Report

1. 2016 Operations Budget Update: FM Caron noted that she has been working with GM Blanchette and AGM Pontau on the operations budget for 2016 and will have the draft budget for the Board at the October 15th Board meeting.

Assistant General Manager's Report

1. Treatment Plant Upgrade & Vehicle / Equipment Garage – Status Report: AGM Pontau noted that everything is still on track and will be at 90% design within a couple weeks. He noted that Wright-Pierce is working well with the T/P staff. AGM Pontau noted that the garage is on schedule to be completed by the end of November and staff should be able to move in sometime in December. He noted they have had a few change orders but have not incurred

any major problems. He noted that BSD has the lease at Brunswick Landing until January 1, 2016.

2. MMA Safety Grant Reimbursement: AGM Pontau noted that every six months the safety committee applies for a safety grant through MMA. He noted that a confined space blower was purchased and we received a reimbursement check for \$1912.80 from MMA toward the purchase.
3. Digester update: AGM Pontau noted he has been told the digester at Brunswick Landing will be up and running in December. He noted that Mr. Weyburn from Village Green Ventures has assured the District that the digester will not be accepting septage.

General Manager's Report:

1. Report on GM meeting with TSD Board of Trustees: GM Blanchette reported that on August 25th he met with the TSD Board of Trustees to give them an update of projected cost of the Treatment Plant upgrade. He also explained to them that we will not be applying for the SRF loan until after the Charter debt limit referendum. GM Blanchette also explained to the TSD Board the reasoning of building the garage and his opinion why TSD should pay its share of the garage as part of the total treatment plant upgrade apportionment. He noted that a garage could have been added to the existing Treatment Plant but it was more cost effective to build it separately. GM Blanchette noted he also gave the TSD Board the analyses report of the "Options for Consideration With the Pending Expiration of Treatment Agreement...". He noted TSD had two concerns: they did not want the option of no agreement in the analyses. GM Blanchette responded that it is an option and should be in the analyses. Second, TSD believes the Legislature had enacted legislation, sometime in the mid-seventies, that required Brunswick to take Topsham's flow, information which TSD has not yet been able to confirm. Trustee Rice noted he attended the meeting as well and TSD was pleased with the quality of the report.
2. Solar Power Generation Evaluation Update: GM Blanchette noted that he spoke with Competitive Energy concerning solar power generation possibilities. Their "back of the envelope" preliminary review noted a break even cost/benefit. He noted it might be worth pursuing a more detailed cost/benefit analysis. He will check with Competitive Energy to obtain an estimated cost for the analysis. GM Blanchette noted he will be going out to bid shortly for electrical power for the small services accounts (pump stations). The current agreement expires in April 2016.
3. Topics for Consideration at the October MEWEA meeting: GM Blanchette noted he will be bringing three items to the MeWEA October meeting for them to consider taking to the Legislature. They are repeal the Commitments requirement for Sewer Districts, change the investment options to the same as or similar to municipalities, and the option to have the water shut off for non-payment of the sewer bill. He noted currently only combined water/sewer entities have this authority.

Signing & Attesting of 'Warrant of Election' RE: Charter Referendum

GM Blanchette distributed the Warrant of Election prepared by the Town Clerk's office regarding the Charter referendum question to be voted on at the November 3rd election. He noted that the warrant must be signed by a majority of the Trustees, with seven attested copies for the District's Clerk to attest the signatures. He noted that these will be delivered to the Town Clerk's office for

posting at seven locations in town for public notification. The Board members present signed the Warrant of Election.

GM Blanchette also distributed the Notice of Public Hearing prepared by the Town Clerk's office regarding the Charter referendum. He noted that the notice must be signed by a majority of the Trustees, with seven attested copies for the District's Clerk to attest the signatures. He noted that these will be delivered to the Town Clerk's office for posting. The Board members present signed the Warrant of Election. GM Blanchette noted that per Bond Counsel, the Trustees must hold a public hearing on the referendum. The Trustees scheduled the public hearing for 9:30 AM on Thursday, October 15th.

Presentation of Service Plaque to Trustee Barbour

GM Blanchette presented a plaque inscribed "Presented to David N. Barbour by the Board of Trustees of the Brunswick Sewer District in appreciation of his dedicated service and commitment to the community of Brunswick and the Brunswick Sewer District as a member of its Board of Trustees April 1985 – February 1955, July 2009 – October 2015. The Board members and staff thanked Trustee Barbour for his service, especially his work with the treatment plant upgrade and the construction management process.

Schedule of Upcoming Meetings and Events

The upcoming meetings and workshops were scheduled as follows:

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| • Trustee FOAA Training | Thursday | 15 October 2015 | 8:00 a.m. |
| • Public Hearing | Thursday | 15 October 2015 | 9:30 a.m. |
| • Trustee Regular | Thursday | 15 October 2015 | 10:00 a.m. |
| • Annual Budget | Wednesday | 28 October 2015 | 7:00 p.m. |
| • Trustee Regular | Thursday | 12 November 2015 | 8:30 a.m. |
| • Trustee Regular | Thursday | 17 December 2015 | 8:30 a.m. |

Adjournment

There being no further business before the Board of Trustees,

IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY TRUSTEE RICE, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4 -0) TO ADJOURN THE MEETING AT 10:12 AM.

Attest:

David N. Barbour
Clerk, Board of Trustees