

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**January 21, 2016**

**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 6:52 p.m. on Thursday, January 21, 2016, 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 Harvey, Rice, and Green.

Others present: General Manager (GM) Blanchette, Finance Manager (FM) Caron, Camera Operator Dan Munsey and Administrative Assistant Bonnie Shippen (minutes). Also present was Mr. Stuart Kay, Superintendent of Topsham Sewer District.

**Meeting Advertisement**

The meeting was advertised in the Friday, 15 January 2016 edition of the *Times Record*.

**Public Comment / Correspondence**

GM Blanchette noted there were two petitions for further adjustments to sewer user charges, and both are agenda items for this meeting.

GM Blanchette noted he received telephone calls from three ratepayers concerning the proposed rate increase.

**Public Outreach**

1. GM Blanchette noted he attended the Town Council Inauguration Ceremony on January 4<sup>th</sup> to introduce himself to the newly elected councilors.
2. GM Blanchette noted he missed the opportunity to meet Mr. Scrapchansky, the new Assistant Town Manager. He distributed to the Board an email he sent to Mr. Scrapchansky welcoming him to his new position on behalf of the District Trustee's and Staff.

**Adoption of Minutes of Previous Meeting**

The Trustees reviewed the minutes of the December 17, 2015 Regular Board meeting.

*IT WAS MOVED BY TRUSTEE HARVEY SECONDED BY TRUSTEE GREEN AND APPROVED BY THE TRUSTEES PRESENT (4-0), TO ACCEPT THE MINUTES OF THE DECEMBER 17, 2015 REGULAR MEETING OF THE BOARD OF TRUSTEES AS PRESENTED.*

**Petition for Relief of Sewer User Charge: Cunningham – 78 Maquoit Road**

GM Blanchette noted the Cunningham's encountered a waterline leak under the floor of their mobile home causing excess water use for the 2015 fourth quarter billing. He noted that a 50%

reduction has already been granted, leaving a balance of \$203.68. GM Blanchard noted that the water did not enter the sewer system and it is our recommendation that the Board grant a further adjustment of \$150.08 to the fourth quarter bill.

*IT WAS MOVED BY TRUSTEE RICE SECONDED BY TRUSTEE GREEN AND APPROVED BY THE TRUSTEES PRESENT (4-0), TO GRANT A FURTHER ADJUSTMENT OF \$150.08 IN SEWER USE CHARGES FOR THE FOURTH QUARTER OF 2015 FOR EVERETT AND ANNE CUNNINGHAM, 78 MAQUOIT ROAD.*

### **Petition for Relief of Sewer User Charge: Lowe – 10 Emanuel Drive**

GM Blanchette noted Mr. Lowe's excess water use occurred due to an overflow in a toilet tank. GM Blanchette noted to Mr. Lowe that the Board typically does not grant an adjustment for water entering the sewer system, but because he tried twice to remedy the problem the Board may take it into consideration. It was GM Blanchette's recommendation that the Board grant an abatement of 50% due to Mr. Lowe's attempts at fixing the problem.

The Board members discussed the matter taking the situation into consideration. It was a concern of the Board that giving an adjustment to Mr. Lowe may set a precedence for others that have leaks to which the water enters the system.

*IT WAS MOVED BY TRUSTEE HARVEY SECONDED BY TRUSTEE GREEN AND APPROVED BY THE TRUSTEES PRESENT (4-0), TO RESPECTFULLY DENY AN ADJUSTMENT TO FORREST LOWE, 10 EMANUAL DRIVE.*

### **Treasurer's Report**

Financial: Trustee Green noted the December 2015 Variance Analysis report indicated billing revenue to be \$41,000 under projection and non-billing revenue to be \$63,000 above projection. Expenditures are \$69,000 below projection at this time, indicating overall revenue over expenditures of \$91,000 below projection. The Capital expenses are under by \$21,000. Trustee Green noted the receivables averaged over 2015 were at \$39,900 and liens averaged over 2015 were at \$1,200.

Forecasted vs. Actual Revenue: Trustee Green reviewed the forecasted vs. actual for operating and non-operating revenue. He noted that the total of operating and non-operating revenue for December 2015 was \$23,000 under projection.

FM Caron noted that they closed on the SRF loan, therefore the numbers in the Treasurer's report do not reflect the full amount paid as some items have not gone through yet. She noted that she will have the numbers for the next meeting.

Warrants: The weekly Warrants for November were distributed to the Board for their review. The Trustees reviewed the weekly warrants on disbursements. 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.

Discussion was made between the Board and Staff regarding a few of the line items on the warrants. All items were addressed and the Board had no further questions.

### **Motion: To Move Bankruptcy Amounts to the Uncollectible List**

FM Caron noted that the District has four accounts that remain unpaid due to bankruptcy filings by the account holders, therefore we cannot collect the amounts at this time. She is requesting the Board give authorization to move the outstanding balances to the Uncollectible List. FM Caron noted that these charges do not get abated and remain available for collection if the opportunity becomes available. She noted that the amounts are only moved off the Accounts Receivables records.

*IT WAS MOVED BY TRUSTEE HARVEY SECONDED BY TRUSTEE RICE AND APPROVED BY THE TRUSTEES PRESENT (4-0), TO AUTHORIZE THE STAFF TO PLACE THE OUTSTANDING BALANCES, TOTALING \$659.76, FROM FOUR ACCOUNTS, DUE TO BANKRUPTCY PROCEEDINGS, ONTO THE UNCOLLECTIBLE LIST.*

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

GM Blanchette reported that the total flow to the treatment plant for December 2015 was 66.64 MG, up approximately 15% from the previous month and down 24% from this time last year. Flows of 11.62 MG and 5.03 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.15 MG, or 56% of that allowed by permit. Maximum daily flow processed was 2.49 MG, on December 25, 2015. Precipitation for the month totaled 4.62", with a daily maximum of .87" on December 22, 2015.

Septage received for the period totaled 181,500 gallons, up .27% from the previous month. Removal rates for BOD and TSS for the period were 96.2% and 96.3%, respectively. A total of 190 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.

GM Blanchette distributed the 2015 annual summary and Treatment Plant Total Monthly Flow and Precipitation chart and reviewed the numbers.

### **Discussion of Trustee Goals for 2016**

GM Blanchette distributed to the Board the 2015 Trustee Goals to use as a starting point for the discussion of the 2016 Goals. He noted that he also distributed the list of goals noted by the Trustees on GM Blanchette's 2015 performance evaluation.

The Board members discussed the goals given and noted that they would like to keep it at seven goals, and possibly add sub-categories under certain goals. The Board and Staff discussed the status of the sump pump removal system and GM Blanchette noted the ultimate goal is to remove all sump pumps from the system, but that is a 10 – 20 year project. It was noted that they will discuss the goals in depth at the February meeting.

### **Presentation of the Approved 2016 Operations Budget**

GM Blanchette distributed the approved bound budget document to the Board. He noted that there has been a copy placed on the website.

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

1. Closeout of the Interim Loan with Androscoggin Bank: FM Caron noted that the interim loan was closed out on January 6, 2016. She noted approximately \$11,000 was paid in interest.

2. Preparation for Electronic SRF Disbursements: FM Caron noted that we have been paying ACH's through Androscoggin Bank and will continue to do so with the SRF Loan. She noted all ACH disbursements are listed on the warrants.
3. MMA Correspondence re: Insurance Pool Financial Statement: GM Caron distributed the MMA financial statement for the Board to read.
4. 2015 Year-End Audit: FM Caron noted that the 2015 Audit starts in two weeks.

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

1. TP Upgrade / Garage Complex Project Update: GM Blanchette noted that a notice has been placed in *The Times Record* for proposals from sub-contractors. He anticipates work on the T/P to start in March.
2. Status of River Road Pump Station #2 Upgrade: GM Blanchette noted that construction is complete and the station is up and running. He noted that Landscaping will be done in the spring. GM Blanchette noted that Church Road Station will have the same concept and work will begin in March or April depending on the weather.
3. OSHA Form 300A-2015 Injury Report: GM Blanchette noted that the District had no injuries or loss days during 2015. The Board congratulated the Staff.

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

1. Trustee Applications Status Report: GM Blanchette noted there are currently two applicants and the Town Council will take up the matter at their February meeting. It was noted that Trustee's Harvey and Green have terms expiring, which both noted they will be reapplying.
2. NEWEA Annual Conference Attendance: GM Blanchette noted he will be attending the NEWEA conference for three days in Boston.
3. Magazine Articles Plaques: GM Blanchette noted they received the digital file from the magazine articles and created plaques to be placed at the entrance of the Admin building.
4. Information Regarding Roof Warranties – Solar Panel installations: GM Blanchette noted that as long as the panels are professionally installed the roof warranties will not be voided. He noted that there will be a staff member from Competitive Energy to discuss options at the February meeting. The Board members and staff discussed the matter and options to explore.

Mr. Kay left the meeting at 8:21 p.m.

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

The upcoming meetings and workshops were scheduled as follows:

- |                           |          |                  |           |
|---------------------------|----------|------------------|-----------|
| • Trustee Regular         | Thursday | 11 February 2016 | 8:30 a.m. |
| • Strategic Plan Workshop | Thursday | 10 March 2016    | 8:00 a.m. |
| • Trustee Regular         | Thursday | 10 March 2016    | 8:30 a.m. |

**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 8:23 PM.*

Attest: \_\_\_\_\_  
Douglas A. Rice, Assistant Treasurer  
Clerk (pro tem)