

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Joint Meeting with the**  
**Topsham Sewer District Board of Trustees**  
**24 September 2013**

**Approved Minutes**

**Call to Order**

The joint meeting of the of the Brunswick Sewer District Board of Trustees and the Topsham Sewer District Board of Trustees was called to order by GM Blanchette at 7:06 pm on Tuesday, 24 September 2013, in the Board Room at District Offices at 10 Pine Tree Road, Brunswick, Maine. A prepared agenda was noted.

Members present: Chair Priest, Vice Chair Sartoris, Trustees Green, and Harvey.

Others present: General Manager Blanchette, Assistant General Manager Pontau, Topsham Sewer District Board of Trustees Chairman Mark Ponziani, Topsham Sewer District Superintendent Stuart Kay, and Mrs. Bonnie Shippen (Minutes).

Members Absent: Trustee Barbour, Finance Manager Caron, Topsham Sewer District's Treasurer Fitzsimmons and Secretary Rossignol.

**Notice of Workshop Advertisement**

The notice of the workshop was advertised in the Friday, 20 September 2013 edition of the *Times Record*.

**Potential Treatment Plant Upgrade & Impact to TSD**

GM Blanchette noted in 2012 the District commissioned Wright Pierce to do a full evaluation of the Treatment Plant. He noted a 20 year plan to upgrade and add new construction in two phases was completed and management is currently in discussions with the Board on the best way to proceed and pay for this project. GM Blanchette described the changes being proposed in both Phases. Estimated costs for Phase I is \$22 Million and Phase II is \$20 Million. He noted to the TSD Board that part of the process is to examine ways to pay for the upgrade, noting that the upgrade will affect TSD due to the 16 – 17% TSD would pay on a bond.

Trustee Sartoris requested a copy of the Wright Pierce final report be distributed to the TSD Board. GM Blanchette presented them with a copy of the Executive Summary and will provide a copy of the report.

AGM Pontau noted that there is machinery that has been in use since 1967 and needs to be upgraded. He also noted there are some portions of Phase I that is permit driven by the DEP and will have to be completed. Discussion was made among those present about how the District planned to fund the project. GM Blanchette noted that the costs presented in the Executive Summary are what is known as 'planning cost'. Once they have design plans completed they will have a better idea of actual costs and will decide how much to bond. He noted that a rate increase will be implemented over a 3 year period and there are also funds in the entrance charge program available if the Board chooses to use them. Superintendent Kay noted that the public will need to be informed soon and Trustee Sartoris noted she is currently putting together a citizen's advisory committee to seek ways to best inform the public. She

noted that it will be put in the District newsletter. Superintendent Kay requested a copy of our newsletter to use in notifying Topsham's customers. TSD Trustee Chairman Ponziani requested GM Blanchette keep them informed of the progress.

### **BSD Strategic Plan Development**

GM Blanchette noted that the District is developing a 5-year Strategic Plan of which TSD is a key part of the plan as this District continues to serve TSD. He questioned TSD Chair Ponziani if they will be continuing the same relationship with the District over the next 5 years. TSD Chair Ponziani noted he did not see any changes in the future. He noted that the Brunswick Sewer District has professional employees and he and Superintendent Kay appreciate the great working relationship they have with our crews. He noted he has worked with Mr. Bibber, Mr. Thulen, Ms. Nicholson and many other employees and has never had any problems getting work done efficiently and timely, from raising manholes to closed circuit TV of the lines. He is very pleased with our employees.

### **Possibility for Future Merge of Districts**

GM Blanchette noted that the possibility of merging the Topsham and Brunswick sewer district's has been brought up previously and is unsure if that is something that may or may not happen. He noted that if that was something TSD would like to see happen down the road he would like to start talking about it. TSD Chair Ponziani noted that this is a conversation he would prefer to have privately. Currently he has no plans for expanding or changing the current relationship with the Brunswick Sewer District.

Discussion noted there are only nine years remaining on the current 50-year treatment contract with TSD and BSD will be seeking changes in any new agreement. Trustee Sartoris noted there is a lot of work in completing a merger as it would have to go to the Legislature, and noting the process takes time.

Bonnie Shippen departed the meeting at 7:45 PM.

### **Other Topics**

AGM Pontau noted that MRRA is starting a program to reduce infiltration and inflow into their system with the goal of achieving a 40% reduction by the end of 2013. As MRRA is a large contributor to the treatment plant's flow, any substantial reduction will increase the TSD percentage of flow.

Chair Priest suggested that the other BSD Trustees tour TSD facilities, particularly the Pinewood Drive pumping station. Superintendent Kay suggested the possibility of a tour in November.

TSD Chair Ponziani requested that we keep the lines of communication open and work together on the treatment plant upgrades. They are aware of the potential costs to TSD with the upgrade. TSD would like BSD to continue to maintain TSD facilities. He suggested that next year's joint meeting could be held at the Seadog Brewery.

Chair Ponziani and Superintendent Kay departed at 8:20 PM.

Trustee Sartoris suggested that a thank you note be sent to TSD pointing out the discussion topics of this meeting and the upcoming expiration of the treatment contract. GM Blanchette was asked to develop a list of concerns with the current treatment contract that he would like to see addressed differently.

**Adjournment**

There being no further business before the Board of Trustees,

*IT WAS MOVED BY TRUSTEE SARTORIS, SECONDED BY TRUSTEE GREEN,  
AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADJOURN THE  
MEETING AT 8:25 PM.*

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

Earle Harvey

Assistant Treasurer, Board of Trustees