

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees**  
**Strategic Plan Workshop #6**  
**12 June 2014**

**Approved Minutes**

**Call to Order**

The sixth Strategic Plan Workshop of the Board of Trustees of the Brunswick Sewer District was called to order by General Manager Blanchette at 8:36 am on Thursday, 12 June 2014.

Members present: Chair Priest, Trustees Green, Harvey and Barbour.

Also present: General Manager (GM) Blanchette, Assistant General Manager (AGM) Pontau, Finance Manager (FM) Caron, and Administrative Assistant Bonnie Shippen (Minutes). Also present was Mr. Victor Krea from Wright-Pierce [Engineers].

**Meeting Advertisement**

GM Blanchette noted this meeting was not advertised.

**Discuss Construction Management Format for T/P Upgrade Project**

GM Blanchette noted that Mr. Victor Krea from Wright-Pierce was at the meeting to explain the construction manager (CM) format that could be incorporated into the T/P upgrade project. A description of the difference between an Agency CM and a CM At-Risk was distributed to the Board members for review. AGM Pontau noted that it will be more difficult using a CM process because the SRF program has never used this construction format, but it can be done. He noted with a SRF loan, all sub-contractors have to go to bid with or without a CM. He noted that a benefit is that once a final quote is given and accepted by the CM, the cost will not increase unless the District requests additional work over and above the scope of the contract, or if there is a change in scope for other reasons. AGM Pontau also noted that time will need to be allowed for DEP to approve the agreement with a CM and all subcontract agreements.

Mr. Krea noted that Mr. John True from MDEP suggested the District start the design project and when approximately 80% is complete, then select CM to work with engineer and owner toward the final design. AGM Pontau noted using a CM At-Risk means bidders are chosen based on price, not qualifications. It was questioned concerning our status of commitments to date. AGM Pontau noted that we are currently committed to Wright-Pierce for the design and won't be committed for any additional amount until a CM is selected. Mr. Krea noted the typical fee for a CM is 3 to 5% of construction cost. Trustee Barbour noted that the CM process is very common in school construction projects.

Regarding project financing, GM Blanchette noted the first process is to obtain Board approval for the bond resolution, which has been done. Next step is to have a public hearing, which has been scheduled for 19 June 2014. Based on the outcome of the public hearing, we would then file the formal application for the SRF loan. Prior to the commitment of the loan, we may have to increase the \$20M debt limit currently imposed by our Charter. There is a public hearing process, then the request is sent to Town Council for approval prior to submission to the legislature. In all probability the Legislature will approve and require a referendum by the voters of the District. He noted that state law now allows the question to go directly to a public referendum instead of the Legislature.

After much discussion the Board decided to pursue a CM At-Risk. Mr. Krea noted he is unfamiliar with the process and he will work with AGM Pontau to make it happen.

Mr. Krea left the meeting at 9:22 am.

### **Adoption of Minutes of 26 March 2014 Workshop**

The Trustees reviewed the minutes from the 26 March 2014 Strategic Planning Workshop and they all approved the minutes, with Chair Priest abstaining. (3-0)

### **Review Goals List**

GM Blanchette distributed an updated strategic plan goals list, breaking down the goals based on a priority ranking, Short Term (1-2 years), Intermediate Term (3-6 years), and Long Term, (7-10 years). A few minor changes were requested.

Trustee Harvey questioned what steps residents would need to take in order to start the process to have public sewer installed on their street. GM Blanchette explained the process of speaking with the homeowners, the work involved in installing sewer lines and the financial cost involved to both the homeowner and the District. He noted that not all homeowners are required to connect to the new sewer line. But if the homeowner's septic system fails, then by state law, Codes Enforcement will require connection to the public sewer if available

### **Review District Mission Statement**

GM Blanchette distributed the current proposed Mission and Vision Statements to the Board for their review. They read as follows:

#### **Mission Statement**

**“To protect the health and environment of the communities we serve through wastewater collection and treatment in an environmentally responsible, efficient, and reliable manner.”**

#### **Vision Statement**

**“We aspire to provide exceptional service through qualified staff utilizing innovation and technology to be good environmental and fiscal stewards.”**

The Board members requested these be adopted at the next regular Board meeting and framed on a wall for visitors and employees to see.

### **Action Items for next Workshop**

The staff will update the timeline for the T/P upgrade and prepare an explanation of the Construction Manager At-Risk process adopted. The Board also requested an updated map of the District sewer lines and a map of the growth zone that is not sewered. GM Blanchette noted Collections Supervisor Wes Wharff was currently working on this.

**Appointment of SP Chairperson**

GM Blanchette noted that a new committee chairperson needs to be appointed due to former Trustee Sartoris's resignation. Trustee Harvey volunteered to serve as the committee chair.

**Schedule of Next Workshop**

The next workshop was scheduled for 17 July, 2014 at 8:30 am.

**Adjournment**

There being no further business before the Strategic Plan Committee, the workshop was adjourned at 10:08 am.

Attest: \_\_\_\_\_  
David N. Barbour  
Clerk, Board of Trustees