

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
16 January 2014

Meeting Notes

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 7:10 PM on Thursday, 16 January 2014, 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: Trustee Green, Harvey and Trustee Barbour via Skype.

Others present: General Manager (GM) Blanchette, Assistant General Manager (AGM) Pontau, Finance Manager (FM) Caron, and Camera Operator Dan Munsey. Also present from the public is Mr. Ed Cowen from Sunshine Laundry II.

Members absent: Chair Priest and Trustee Sartoris.

Meeting Advertisement

The meeting was advertised in the Friday, 03 January 2014, edition of the *Times Record*.

Public Comment

- GM Blanchette noted he received a telephone call from a Falmouth woman named Sherri noting that within 30 seconds of her going off the road in Richmond on Monday January 6th, a BSD vehicle stopped, asked if she was ok and commenced to tie a tow cord to her vehicle and pull the vehicle back onto the roadway. The individual was employee Tom Mason. Sherri wanted to let us know how grateful she was and to thank us for the thoughtfulness of our employee. She wanted to make sure that he received “10 brownie points” for his act of kindness. She noted it says a lot about the kind of organization we are and staff we have.
- GM Blanchette distributed a notice published in *Mainebiz* regarding the District’s wastewater treatment plant staff receiving the Richard B. Goodenow Award from the Maine Waste Water Control Association.
- Mr. Cowen from Sunshine Laundry II spoke to the Board regarding the potential rate increase. He noted that we have already imposed a 6% increase and now an additional 39% increase is pending. GM Blanchette noted that the figures given were estimates and the final amounts are unknown at this time. Mr. Cowen noted he understood the reasoning for needing upgrades, although he requested the possibility of stretching the increase over 5 years instead of 3. He noted that the majority of what he sends to the plant for treatment is grey water, not black water and he feels that further increases will put him out of business. GM Blanchette noted that although it is grey water, there is no way to segregate it and it costs the same to treat the grey water as it does the black water. Mr. Cowen questioned who our largest customer was and are they paying as much as he is? GM Blanchette noted that MRRA is our largest customer, which pays considerably higher and that a lot of their costs come from I & I issues, and they pay the

same rates because there is no way to segregate the water. Mr. Cowen noted he will be back for any further meetings regarding the rate increase.

Mr. Cowen left the meeting at 7:22 PM.

Correspondence

- GM Blanchette noted that he was recently notified by the New England Water Environment Association (NEWEA) that Greg Thulen, Treatment Operations Supervisor, has been selected for the Operator of the Year Award from Maine. The award will be presented at NEWEA's Annual Conference in Boston during the Awards Luncheon on Wednesday, January 29th.
- GM Blanchette distributed a copy of an email from Brunswick resident James Ecker congratulating Greg Thulen on his NEWEA award.

Adoption of Minutes of Previous Meetings / Workshops

Tabled pending full Board attendance at February meeting.

Meeting with Zoning Ordinance Rewrite Committee (ZORC)

GM Blanchette noted this agenda item has been rescheduled to Thursday, 23 January's Strategic Plan Workshop.

Treasurer's Report

Financial: Trustee Green noted the December 2013 Variance Analysis report shows billing revenue \$17,000 above projection and non-billing revenue is \$37,000 ahead of projection. Expenditures are \$52,000 behind anticipated, indicating an overall positive revenue of \$106,000. Trustee Green noted the receivables were at \$28,300 and liens remain at \$600. Trustee Green noted billing revenues fluctuate with the billing cycle. Finance Manager Caron noted that based on last month's discussion regarding the billing increase for Maplewood Manor Mobile Home Park and our unsuccessful efforts to have the park owner address the cause(s) for the high wastewater flow meter readings, she has used the Water District meter reads as the basis for the sewer charge. Maplewood Manor was given a reduction giving them a credit of \$85,000, which is reflected in the December revenue.

Forecasted vs. Actual Revenue: Trustee Green noted that Residential, Brunswick Landing, Catch Basins, and Septage operating revenues are currently running ahead and Commercial and Topsham Sewer are behind, indicating an overall \$16,368 above projection for 2013. Non-Operating Revenue was above the annual projection by \$30,986.

Capital Budget & Expenditure Report: Trustee Green noted that the Capital Budget is in good shape showing only 5% over budget mostly due to the Sludge truck. Construction costs were under by \$21,000, which Trustee Green noted was a reflection of our staff and operations.

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

Trustees questioned payments to First Card regarding late fees, Northland Industrial Truck and Ransom Consulting. FM Caron noted that there were finance charges and late fees added to the credit cards due to them being signed and mailed late. After speaking with First Card and they reviewed our accounts they credited all fees charged, which will be reflected on the next months billing. AGM Pontau noted Northland was for the purchase of a Skid Steer that was a Capital budgeted item for 2014. We purchased a demo model, which Northland allowed us to purchase early, paying a month's rent, which was applied to the final purchase of the Skid Steer. AGM Pontau also noted that Ransom Consulting is for work being done at Bowdoin Park and also on the District GIS (Geographical Information System) system. He noted that both projects are nearing completion.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for December 2013 was 55.1 MG, up approximately 22% from the previous month and up 9% from this time last year. Flows of 9.51 MG and 4.78 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 1.78 MG, or 46% of that allowed by permit. Maximum daily flow processed was 2.06 MG, on 05 December 2013. Precipitation for the month totaled 3.67", with a daily maximum of .81" on 15 December 2013.

Septage receiving for the period totaled 62,350 gallons, down 60% from the previous month. Removal rates for BOD and TSS for the period were 96.7% and 95.6%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 169 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.

AGM Pontau gave an operational annual summary for 2013 noting this was the first year in a long time that the plant did not exceed 7 million gallons in total annual flow. He noted that the single one-day maximum for the year was 3.1 million gal, never reaching our maximum of permit. Precipitation was 41.19 inches for the year showing September as the highest month at 7.33 inches. BOD averaged 148 lbs or 96.3% of permit. TSS averaged 195 gal or 95% of permit. AGM Pontau noted for a trickling filter plant, the numbers have surprised him and that the plant is running great.

Revisions to By Laws: Second and Final Vote for Adoption

Tabled pending full Board attendance at February meeting.

Draft Policy on O&M of Private Facilities in the Public Way

Tabled pending full Board attendance at February meeting.

Finance Manager's Report

- 2014 Holiday Schedule: FM Caron distributed the 2014 Holiday schedule.
- Status of New Billing Software Conversion: FM Caron noted at the end of the year we took a snapshot of where the database was and sent it to TRIO. They have their programmers looking at it and if all goes well we should start training next month.

- Next Newsletter: FM Caron noted they had their last meeting for the next newsletter, which will go out with the February and March billing. She noted the centerpiece will be Treatment Plant Supervisor Greg Thulen's award and GM Blanchette is putting together information regarding the Treatment Plant upgrade.
- 2013 Audit: FM Caron noted she has spoken with, and exchanged reports with, Mr. Tim Gill and the audit is on schedule for the second week of February.

Assistant General Manager's Report

- Relocation of Sewer Line from Storm System-Hovey Lane: AGM Pontau noted he had received calls from residence this past summer complaining of an odor in the neighborhood. He noted it was the dry season and the town had just completed cleaning of the basins, which could cause an odor. He noted the crews went into the neighborhood and did dye testing and did not find any problems. Approximately two weeks ago he received another call for odor complaints. It was decided to camera the storm drain and in the process found that one home had their sewer line hooked up to the storm drain line. Immediate action was taken, DEP, Codes Enforcement, the developer and the contractor were notified and the service line was dug up and reconnected within 48 hours. AGM Pontau noted that they found the lateral for the storm drain was less than 3 feet away from the sewer service stub. He noted that since we inspect the lines, the District bears some responsibility for the error. He noted that the District had not been informed that lateral lines for the storm drain had been installed in the development. The project plans provided to us during the planning and approval process did not show any storm laterals. It was noted that the permit was taken out in July of 2012 and the house was build approximately a year ago.
- Operational Goals for 2014: AGM Pontau noted he did not have the list of operation goals and would email them to the Board members. He noted the crew decided on one large group goal, based on public relations, to create a public display at the Mill Street Pump Station for the public to see how the plant works. Also, they are working on cleaning up the entrance to the Treatment Plant and to set up a similar display for tours and visitors that come in. He noted there are a couple other small group goals and individual goals, which can be discussed when the full Board is present.

General Manager's Report

- NEWEA Attendance: GM Blanchette noted he will be attending the annual meeting in Boston January 28-29th. He will also accept Greg Thulen's award on his behalf as Greg will be unable to attend.
- Meeting Scheduled with The Pines Homeowners Association: GM Blanchette noted that a meeting has been scheduled for January 29th with them to discuss the repairs done to the manhole cover and the cost involved. He noted that they have questioned why they were not contacted first; therefore they may dispute reimbursing for the work completed. GM Blanchette noted that they may want to come before the Board to request the District take over their lines and pump station. He noted The Pines made a similar request in 2001 and the Board at the time decided not to take them over. He noted AGM Pontau will attend the meeting as he will be in Boston.

- Trustee Terms List: GM Blanchette distributed term anniversaries for the Board members, noting Trustee Barbour and Chair Priest are both up for renewal in April 2014.
- Next News Article: GM Blanchette distributed a draft copy of his next article for *The Times Record* and *Portland Press Herald*. He noted comments and suggestions are welcome and that while there is no rush for publication, he would like to submit within the next couple of weeks.

Finalize Trustee Goals for 2014

Tabled pending full Board attendance at February meeting.

Schedule of Upcoming Meetings and Events

The upcoming meetings and workshops are as follows:

- Strategic Plan Workshop Thursday 23 January 2014 7:00 pm
- Trustee Regular Thursday 13 February 2014 7:00 pm
- Strategic Plan Workshop Wednesday 26 February 2014 7:00 pm
- Trustee Regular Thursday 13 March 2014 7:00 pm

Remarks:

Trustee Harvey noted he was pleased that GM Blanchette had joined the Chamber of Commerce.

GM Blanchette noted that at next meeting he would like to schedule a benefits committee meeting.

Trustee Green thanked the Trustees present, GM Blanchette, AGM Pontau, FM Caron, and Dan Munsey for their time.

Adjournment

There being no further business before the Board of Trustees,

IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (2 -0) TO ADJOURN THE MEETING AT 8:10 PM.

Attest: _____
David N. Barbour
Clerk, Board of Trustees