

**VEAZIE SEWER DISTRICT
OCTOBER 13, 2010 – MINUTES
6:30 P.M.**

Attended by: Chair Steven Theborge, Trustees Gary Brown and Esther Bushway, Supt. Gary Brooks, and Tammy Olson.

- 1) Call Meeting to Order – Steve called the meeting to order at 6:33 p.m.
- 2) Consider Meeting Minutes of September 8, 2010 – Esther moved to accept the minutes of September 8, 2010 as written; Gary seconded. Vote 3-0, passes.
- 3) Review Agenda – There were no changes to the agenda.
- 4) Lien Update – a) It took a lot of legwork, but the Higgins mortgage company finally paid the bill in full. They paid in September, but Tammy included the October bill so we won't have to worry about him until next year. b) Jeannine Dye, owner of the mobile home on 1059 Main Street, finally called and asked to start a payment plan. She is planning to send \$100 a month starting this month until the bill is paid off. She owes approximately \$762 in usage and fees. This month's payment has not yet arrived. c) The next Joyce lien would have matured on October 27 but today we received a check for the minimum due to avoid foreclosure.
- 5) Billing Policy Questions – a) We recently had a request to change a name due to marriage. Some people send us a copy of the marriage license while others do not. We should have a policy in place on what we need. After some discussion, the Trustees decided to ask for a photocopy of the license. Photocopies are also acceptable for changes to deeds and death certificates. b) With address changes, we have always allowed people to make the changes by phone. After some discussion, the Trustees decided they would like some sort of form for customers to sign. c) Lately we have had tenants complaining that their landlords do not get them their bills in a timely manner. Tammy has been telling them when the bills are sent out, and suggesting that they call four times a year for their balance due since our policy is to keep the bills in the landlord's name. But after some discussion with Supt. Brooks, we think it might be helpful to allow tenants to request that a copy be sent to them – stamped with "Copy" on it. This should end up saving us time in the long run, since it is time consuming to do notices and liens to landlords. This service would only be offered by request, and it would be stressed to the landlords that the bill is ultimately their responsibility, and that the property will be liened for unpaid bills.
- 6) Audit Report – The audit went well and Tammy feels as though Nick Henry did a thorough job. One new thing he did was to make the accrued sick time a liability. This is mainly because we now have three employees that would qualify for some or all of their sick time if they quit or retired. Since that can be a significant amount of money, Nick wanted it properly accounted for. Also, he is concerned about our shortfall. He said it was not an issue last year because of selling the foreclosed Coleman property. He thinks we are due (or overdue) for a rate increase. Next year will be ten years since our last rate

increase. Supt. Brooks then discussed the water minimum and their rate increases. He added that he just sent in a rate survey to Maine Rural Water and that the information should be available by the first of next year. The Trustees agreed that any rate increase should cover us for at least five years so we don't have to have another increase in at least that long. Steve said that we should let the town know if we plan to go up on our assessments, especially since part of the rate increase could be an increase on usage rates and part of it could be an increase in the assessment. The Trustees asked that Supt. Brooks and Tammy look at some possible rate increase numbers.

- 7) Superintendent's Report – a) We had no violations for September. The facility is operating great. b) In the packets, the Trustees received a copy of a letter to Bob Stratton, our DEP license writer. Supt. Brooks' original solution was the \$51 nitrification inhibitor that inhibits a microorganism that consumes much more oxygen. Supt. Brooks reviewed the meeting with Tanya and Dick Darling from the DEP. Supt. Brooks was told that we will be granted CBODs, but we had to make the request. The letter to Bob Stratton is the request. He wanted us to wait two years until our license was rewritten, but our inspector does not want to wait. Supt. Brooks described the BOD and CBOD tests, and how our CBODs always come out even when our BODs do not. c) Travis fixed one of our blowers and saved us about \$720. It's good to know this work can be done in-house. d) We received a workers compensation dividend check for \$871. e) The divers came today to check our baffles. They replaced three or four floats today. There is very little sludge at all and nothing in the middle section. f) We finally heard from Travis Noyes last week via email. He sent a map that is too small to read. Supt. Brooks asked for larger copies but we have not received them yet. Supt. Brooks reviewed the email and his response about not being notified. Supt. Brooks described the roads that would need work on our end. We hope to have the larger copies from Travis Noyes by the next meeting. g) Travis' wife will be induced on October 18 if she has not gone into labor before then. h) Supt. Brooks requested and received information from the Trustees needed for moving the retirement plan.
- 8) Other Business – Due to the Veteran's Day holiday, the next meeting will be held the third Wednesday in November instead of the second Wednesday.
- 9) Adjournment – Esther moved to adjourn, Gary seconded. Vote 3-0, passes at 7:52

NEXT MEETING: NOVEMBER 17, 2010 AT 6:30 PM

Minutes approved November 17, 2010, by a vote of 3-0.

Gary Brown, Secretary. 11/17/10