

VEAZIE SEWER DISTRICT
March 18, 2013 – MINUTES
6:30 P.M.

Attended by: Chair Rob Tomilson, Trustee, Trustee Jim Parker, Trustee Buddy Webb, Plant Manager Harvey King and members of the public.

- 1) Call Meeting to Order – Rob called the meeting to order at 6:30 p.m.
- 2) Consider Meeting Minutes of February 2013 – Jim moved to accept the minutes as written; Buddy seconded. Vote 3-0, motion passes.
- 3) Review Agenda – All trustees accept as is.
- 4) Public Comment
 - Gary Brown asked for clarification on the procedure of starting an escrow account.
 - Joan Perkins asked why there was a policeman at the meeting.
- 5) Treasurer's Report – Jim reads off the list the funds available and payable. Cash on hand: \$99,200, Accounts Payable: \$50,800, Accounts Receivable: \$24,000. Also found a Morgan Stanley account with a balance of \$85,769. Rob asked about the Woodard & Curran accounts payable of \$26,800. Jim said it was for a period of three or four months. Jim asked Harvey for clarification: he said could not provide any on that particular figure.
- 6) Warrants – Trustees reviewed and signed.
- 7) Operations Update – Harvey King (Woodard & Curran) states that the plant is running in compliance although still has somewhat high TSS. Several steps have been taken to reduce that including Dana's cleaning out several valve structures and DEP taking part in a dye study of Lagoon 3. Additionally the antenna has been moved at Buck Hill with improved signal strength as a result. He says that the TV camera head needs to be replaced but that otherwise things were going well. The cost of the new camera head was listed on one quote as \$600 and the trustees make and pass a motion to spend that money on getting a new camera head.
- 8) Charter Changes Update – Jim says there was a public hearing on them and the committee voiced little concern except a question as to why the district boundaries did not include one small part of the town – an issue Jim had no information on. One allegation by a Veazie representative that the vote on the changes was illegal was quickly dismissed after the sewer district's attorney described the public notice and other required steps taken as part of the process. An upcoming legislative vote is expected to be uneventful.
- 9) Purchasing/Reserve account policy review – Purchasing Account: Rob says that the purchasing account and amounts specified look reasonable. Rob asks if Nick has reviewed the numbers and Jim says yes. Jim makes a motion to accept it as written. Buddy seconds. Motion passes 3-0.

Reserve Account: Jim reads the policy with the key provision being that any deposit or withdrawals or expenditures of funds must be authorized by simple majority of the trustees. Buddy makes a motion to accept, Jim seconds, motion passes 3-0.

- 10) Plant Classification History Review – Harvey says that the plant classification was first changed from a grade 2 to a grade 3 in 2002, by request of Gary Brooks, after the plant was physically upgraded. DEP reinstated the plant's grade 2 rating on their own initiative during the process of the license renewal in 2008. In response to that downgrade, Gary Brooks made several requests to DEP to have the plant's classification raised and DEP eventually granted that request. During this time there were also questions regarding Gary Brooks' appropriate salary range and plant classification level appeared to be a factor. When Woodard and Curran started providing interim support, they reviewed DEP's classification guidelines and indicated that a plant classification of grade 2 seemed to be called for. Jim says that the plant classification does not affect the operation, permit or physical aspects of plant. Harvey agrees. Buddy seconds motion. Motion passes.
- 11) Staffing Report and Hiring Intern – Jim says that he has been going through the details and that what the plant needs is two people; with one for back up if the other gets sick, etc. He recommends hiring an experienced temporary person who has become available and after a week or two decide on ways to cut back on Woodard & Curran's time while a permanent second person is advertised for and hired. The second person should have or be able to get a grade two license so that full time standby is available. Buddy makes a motion to allow Dana to hire the temporary person. Jim suggests including an RFP for a full time position. Jim seconds the motion. Motion passes 3-0.
- 12) Hiring permanent employee(s) – Jim suggests that Charley and Dana put together a list of credentials to pass by the Trustees and allow an ad to be run so that a list of resumes could be available for review by the next trustee meeting. Buddy makes a motion to approve funds to be spent on this add. Jim seconds. Motion passes 3-0.
- 13) Access to District Bank Accounts – Jim says that the Trustees have access to most accounts but that signatures are needed for access to the Morgan Stanley account. He says that that account appears to be a matching fund retirement account and has a balance of approximately \$85,000. Jim said that he has asked VSD's accountant and attorney to look at some issues related to that account. Jim also recommends merging two accounts that are currently separate - "collections" and "treatment" - into one account and one budget. Rob asks if Nick Henry has looked into that and Jim said that he has. Jim makes a motion to merge those accounts, Buddy seconds, motion passes 3-0. Jim says that there are five other separate bank accounts that he may recommend consolidating at the next meeting.
- 14) Other business – Jim says that by April 1st the VSD has to put out their assessment to the town. He has the assessment letter prepared and says that Jon Pottle has looked at it to make sure it is correct. Jim makes a motion that the trustees send it to the town council and the tax assessor in Veazie and assess them \$150,000 which will become due on or before December 31, 2013. Rob asks if that will allow the VSD to pay all its bills on time and Jim says it will be close, depending on a number of factors. One possibility is to

assess the town a lower amount if payment could be made before October first when a bond bank payment becomes due. The current assessment is what was advertised and voted on in the rate structure. Buddy makes a motion to accept the assessment, Jim seconds, the motion passes 3-0.

Rob says that the VSD should be thinking about a budget for the upcoming year and asks the plant staff to get started on that. Jim says that it is needed by May to allow for review prior to the June meeting.

- 15) Adjourn – Jim moves, Buddy seconds, motion passes 3-0. Meeting is adjourned at 7:09. Jim makes a last note that a personnel issue that the District had previously been dealing with has been resolved.