

**VEAZIE SEWER DISTRICT**  
**Regular Meeting Minutes**  
**May 20, 2013 – 6:30 P.M.**

Attended by: Chair Rob Tomilson, Treasurer Jim Parker, Trustee Norman Webb, Plant staff Dana McLaughlin and members of the public.

- 1) Call Meeting to Order – Rob called the meeting to order at 6:30 p.m.
- 2) Consider April meeting minutes – consider at next meeting.
- 3) Review agenda - accepted as written. Jim wants to discuss retirement account for Gary Brooks. Rob wants to add the charter changes update and summary of emergency meeting update. Dana wants to add baffles and bill folder. Jim wants to discuss employees in executive session.
- 4) Public comments – None
- 5) Warrants - Reviewed and signed by trustees present.
- 6) Operations Report- Dana reports plant is operating within its permit and has additionally cut its suspended solids discharge in half. Pond 2 algae bloom is sucking out oxygen. Made 4 double diffusers and put 3 in pond two. Solution to Buck Hill Comm loss is to get larger antenna for the plant. PC services came in and certified all our lab equipment. The pH probe failed certification. Ordered a new probe, doesn't work, waiting on replacement from NC Labs. We have a written quote from CES for creating new sewer line map. Dye testing results show 15 minutes to the aerator, 1 hour to circulate the pond, and zero dye was detected 4 days later. Dick Darling's suggestion is to leave the aerator on all the time. All the TLV's and the contact tank have been cleaned. Replaced gaskets and domes on the pump station pumps, which is annual maintenance, and rotated the pumps to face the proper direction. Replaced volute gauges. Buck Hill volute is starting to wear. Just starting to pump longer than usual. Approximately 2 feet of sludge was pumped from TLV3. TSS to river is staying down. On the 6<sup>th</sup> we exercised the generator at County Road and during the exercise, the power line went down due to construction at the neighboring lot. Started chlorinating on the 15<sup>th</sup> with the LMI pumps. Started diluting the chlorine to avoid gas bubble production and instability, seems to be working well. Performed our early E.Coli test and it was positive, but the first official test came back negative. Janet from MRWA is helping us redo our standards and has said that this facility is far ahead of a lot of facilities. O&M manual states that our County Road air release valve should be removed and brought to the shop annually for cleaning but it hasn't been done in 13 years. It is most likely too rusted to remove without breaking. We would like to have a backup before we try to remove it. Jim suggested finding someone who has a spare locally that we could use temporarily if it does break.
- 7) Treasurer's Report – Hold off until next meeting, the information was not obtained in time. The summary states: \$63,100 in Checking, \$33,100 in Accounts Receivable.

- 8) Staffing – Move to Executive Session
- 9) Illicit Connection Letter – Issues with Blaine Cole at 11 Flagg Street have been resolved.
- 10) Budget Review – Budget approved as is. Will be looking for a \$3,000 cut back somewhere in it over the course of the year.
- 11) CES Quote for Updated System Map – Jim abstaining from discussion. Rob would like to see other costing options.
- 12) Antenna Quote – SCADA system isn't hearing the reply from the Buck Hill System. Dana will look into testing the antenna before purchase. Jim would like to look into recycling the antennae from the Buck Hill water tower.
- 13) Walker Additions – Paperwork is unsigned. Motion passed to dispense.
- 14) Delinquent Accounts – Jim would like to know if we send a reminder on past due bills. Motion to send out letter 45 days after bill date as a reminder, and another 45 days from next quarterly billing notifying them of the lien process on delinquent accounts and give them 5 days to resolve before handing it to legal. Motion passes. Rob would like to see a delinquency summary of 60-day, 90-day, 1-year delinquency.
- 15) Baffles and Bill Folder – Will call Brewer about where they get their mailers. Norman would like to know cost for mailers. Deposit on replacement baffle has been made. Will need extra help for installation. Old baffle will be saved for potential use in pond 3. Jim would like to see pricing options for help. Proposed specs had two windows, but it should have only one. Manufacturer has been notified. The replacement baffle will be a 15 ft baffle. Motion passed to allow 15ft baffle.
- 16) Charter Changes Update – Waiting for governors signature. Announced changes to nomination procedure. Would like nomination notification on town website and Jim would like to know how much for newspaper.
- 17) Retirement Account – We need verification on the account saying how much Gary Brooks wanted matched and how much in the account was from the district. The account can be closed and paid out in one lump sum after verification, however, we would like to avoid that as it would incur significant tax liability on Brooks' part.
- 18) Executive Session Pursuant to 1 M.R.S. & 405(6)(A) – 7:24PM to 7:35PM
- 19) Adjourn – 7:36PM