

**SOUTH BERWICK SEWER DISTRICT
180 MAIN STREET
SOUTH BERWICK, ME 03908**

**MINUTES OF MEETING
FEBRUARY 5, 2007**

ROLL CALL: Al Roberge, George Gray, Mark Forsyth, Dennis Fontaine, Richard Dionne, Bonnie Bishop (Office Manager), Tom Harmon (Administrative Assistant), Skip Clough (Plant Manager)

CALL TO ORDER: Mr. Roberge called the meeting to order at 7:02 p.m.

MINUTES OF MEETING:

Mr. Fontaine noted that under Old Business Item #2 there was a vote taken to terminate services with AVAYA. He stated that he has since discovered that AVAYA is part of the current firewall and needs to be kept. Ms. Bishop stated that she had prepared the letter of termination to AVAYA but has not yet mailed it. Mr. Dionne noted that the word “bills” under Paying of the Bills was spelled incorrectly. Mr. Dionne motioned to accept the minutes of the previous meeting. Motion seconded by Mr. Forsyth. Motion passed unanimously. Mr. Forsyth made a motion not to send the letter of termination to AVAYA. Motion seconded by Mr. Dionne. Motion passed unanimously.

PUBLIC AUDIENCE: none

The trustees agreed to move to Item number 1 under Operations before moving on to Communications out of respect to the time of their accountant.

OPERATIONS:

1. Financial Statements

Mr. Richard Donhauser, the district’s accountant, gave a brief overview of the final financial report for the district. He explained that the report is in compliance with GASBE and was modeled after the report for the Town of York sewer district. He has also given Mr. Harmon more information regarding GASBE. Significant changes to the report because of GASBE requirements are:

1. Changes in the format of the statement

2. GASBE requirements make the auditor an author (example: pages 1-4 of the report is a layman's guide on how to read the statement)

Mr. Donhauser stated that the profit and loss for this year look similar to the year 2005/2006, with revenue being up a small amount and costs going down. Mr. Hamron noted that the profit and loss section also takes depreciation into account.

Mr. Donhauser then noted that two years ago the Sewer District used an accounting system that was, in his opinion, misrepresented to the district. He stated that switching from that system to QuickBooks has allowed him to take a backup copy made by Ms. Bishop to his office, making his job much easier. He and Ms. Bishop have restructured the chart of accounts to make things easier as well. He does not see any reason to go back and restructure the 2004/2005 statement to meet GASBE standards.

Mr. Donhauser pointed out a couple other items from the statement, including the Investment of Cash. He stated that the district did have some uninsured savings (the FDIC only insures up to \$100,000 per account) which can easily be insured other ways with the bank, such as by collateralization with government bonds and securities. Mr. Fontaine asked if Mr. Donhauser has a depreciation schedule. He stated that he has it at his office in Excel format could email it to Mr. Fontaine. Mr. Gray asked about the uninsured money. Mr. Dionne stated that he had already taken care of it. After some further discussion Mr. Donhauser encouraged the trustees to look over the report and call him with any questions.

COMMUNICATIONS

1. Letter to Russell Tarason from Tom Harmon re: blockage Main Street

Mr. Dionne asked what the current situation is. Mr. Clough answered that the line was TV'd last Tuesday, and the person who did the work will be looking at it and getting back to Mr. Clough with a solution. Mr. Dionne stated that he would like that to be expressed to Mr. Tarason in writing.

2. Letter to SBSB from Russell Tarason re: connection fees and line blockage

The board discussed prior situations where they had, upon request, allowed people to pay the connection fee upon receiving a Certificate of Occupancy. Mr. Harmon stated that Mr. Tarason needs to come in before the trustees and make the request, and that the request needs to be made a part of public record. Mr. Roberge asked if Mr. Rousselle, the Code Enforcement Officer, keeps the sewer district informed of Certificates of Occupancy. Ms. Bishop answered that he does, adding that the tax records show three units at that property but a Certificate of Occupancy has not yet been issued.

A discussion then ensued on the need to formalize and put in writing all of the district policies. Mr. Gray suggested holding a workshop in the near future to do so. Mr. Harmon stated that he and Ms. Bishop and Mr. Clough need to sit down and make a list

of things that need to be revised and/or worked on. He stated that they could have that list done and ready for the trustees to look over in time for the annual meeting in March.

Mr. Gray motioned to send a letter to Mr. Tarason in reference to his (Mr. Tarason's) letter dated January 8 that the district will eliminate the connection fee, including interest, until he obtains a Certificate of Occupancy at his property at 229 Main Street. Motion seconded by Mr. Forsyth. Motion passed unanimously.

3. MMBB Grant Program

Mr. Gray suggested that perhaps the district could do a joint application with the town and the water district. Mr. Fontaine asked if this could be tabled until the next meeting. Mr. Gray pointed out that the grant application deadline is March 23. Mr. Harmon stated that there is a meeting coming up with the town regarding the GIS system and he could mention it then. Mr. Fontaine also stated that the EDC, of which he is a member, is meeting with Paul Schumacher tomorrow about another issue and he could ask Mr. Schumacher some questions about this as well. Mr. Harmon stated that this issue could be taken into the meeting with the Town and Water Department.

4. Letter from SBSD to SBWD re: Meter reads and Northern Data

Mr. Fontaine asked if the Water District had sent a reply back yet. Mr. Harmon answered that no, they had not.

OLD BUSINESS:

1. Ms. Bishop stated that Maine State Retirement is now offering a 457 Plan (similar to a 401K) wherein employees can choose to put money in for retirement at no cost to the district. The plan just has to be adopted by the trustees. She has spoken with a representative from Maine State Retirement who is willing to come down and explain the program if the trustees are interested. Ms. Bishop also noted that she has been asked by other employees of the district in the past if there was any way they could invest more money toward retirement. After a brief discussion, Mr. Gray motioned to invite the representative from Maine State Retirement to come down and outline the plan for the trustees at the regular April meeting. Motion seconded by Mr. Fontaine. Motion passed unanimously.

NEW BUSINESS:

1. Mr. Clough gave the trustees the contracts from Wright-Pierce. He stated that they can have the district's attorney look them over if they want.

Mr. Clough then gave the trustees a cost estimate for an automated aeration system, which will help the district cut back on electricity. Mr. Gray asked if there would be any kind of payback. Mr. Clough answered that while the costs will probably add up to \$20,000 more than the estimate when you add in the wire, conduits, etc. necessary to the

project, there will be a definite payback. He stated that he can run some numbers for the trustees. Mr. Harmon stated that he and Mr. Clough need to sit down and go over the idea.

Mr. Dionne asked if the trustees had already voted to sign the contract with Wright-Pierce. Mr. Fontaine answered yes. Mr. Dionne asked if there were any changes to the contract. Mr. Clough answered no.

The trustees then discussed the automated aeration system a bit more. Mr. Gray suggested they vote on it at the next meeting.

2. Mr. Clough stated that the trustees will need to look at the Beaver Dam pump station. He stated it is his belief they need a new station entirely. Mr. Dionne suggested having an engineer look into and scope out that possibility. Mr. Fontaine asked if it was possible to expand the station. Mr. Clough answered that it is possible, but the land itself is owned by the Old Mill Association, not the sewer district. Mr. Dionne motioned to approach Civil Consultants to give the trustees the figures for designing a new pump station on Beaver Dam Road. Motion seconded by Mr. Forsyth. Motion passed unanimously.

3. The trustees further discussed the contract with Wright-Pierce for a GIS system. Mr. Roberge asked if the Water District has signed the contract yet. Mr. Clough answered that they will be doing so tomorrow evening. Mr. Fontaine pointed out the trustees already voted to sign it at the previous meeting. Mr. Clough stated that they would need to sign all three copies, send back two and keep one.

OPERATIONS (revisited)

2. Morrill Septic

Mr. Clough stated that Morrill Septic owes the district approximately \$16,000 and asked if the district's attorney had been in contact with the district about this yet. Ms. Bishop answered that he has not but she will call him tomorrow. Mr. Clough noted that he has been checking around and has discovered that Morrill Septic also owes money to other towns, most notably the town of Lewiston. The trustees discussed possible options available to them. Mr. Harmon stated that he will contact the district's attorney.

3. Richards Bankruptcy

Mr. Roberge asked if this was the property at 31 High Street. Ms. Bishop answered affirmatively, adding that the owner had purchased the property less than a year ago. Mr. Roberge noted that the district will be paid.

OTHER: Mr. Roberge noted that the annual meeting is next month. He added that the nomination papers are in.

PAYING OF THE BILLS

Mr. Gray suggested the trustees review the final payments made to Mick Construction. Mr. Dionne noted that Mr. Harmon was supposed to check on this issue. Mr. Gray suggested tabling it until the next meeting. Mr. Gray also noted that Power Products charged the district three times for mileage for coming down and removing the batteries. Mr. Fontaine suggested that the trustees vote to pay those bills after Mr. Clough checks it out with Power Products. Mr. Dionne motioned to pay the bills for the month of January 2007 in the amount of \$60,345.59 pending approval of the Power Products bills for traveling. Motion seconded by Mr. Gray. Motion passed unanimously.

ADJOURNMENT

Mr. Fontaine motioned to adjourn the meeting. Motion seconded by Mr. Gray. Motion passed unanimously. The meeting was adjourned at 8:35 pm.