

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

**MINUTES OF MEETING  
MARCH 12, 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 7:06 p.m.

MINUTES OF MEETING:

Mr. Fontaine noted that he has not yet received the promised email from Mr. Donahauser. Mr. Fontaine motioned to accept the minutes of the previous meeting as written. Motion seconded by Mr. Gray. Motion passed unanimously.

PUBLIC AUDIENCE: none

COMMUNICATIONS

Mr. Dionne asked if the district had received their money from the DEP yet. Mr. Harmon answered that they have not, that he is aware of the situation, and that he is going to have to chase them for it. Mr. Dionne asked if that money was listed in the warrant, and why it would not be if it isn't. Mr. Harmon explained that it should not be listed in the warrant because the grant has not yet been awarded.

1. Letter from Thomas Harmon to Russell Tarason re: connection fee and pipe lining

Mr. Dionne asked Mr. Clough if the pipe lining had been taken care of yet. Mr. Clough answered that it has not as he is still waiting to hear from Karen Long in regard to how best to go about the relining.

2. Flagg Law PLLC to Town of So. Berwick re: Peter Pike foreclosure

Ms. Bishop stated that this was just a notice from a law office. Mr. Harmon added that the notice went to the Town Manager, who was asked to notify the sewer district. The Town Manager then provided the letter sent to him by the law office as the notification.

The trustees briefly discussed the proposed Rocky Gorge condominium project.

3. Eastman's mowing service proposal

Mr. Fontaine noted that the proposal from Eastman did not include mulching costs. Mr. Clough stated that the district pays more for the services provided by Bit 'O Green but that they do a better job. After a brief discussion, Mr. Fontaine asked Mr. Clough who gets the job done that he is looking for. Mr. Clough answered Bit 'O Green. Mr. Gray stated that he sees no reason to change then.

4. Two orders re: Sandra Scott-Rainey

Mr. Gray noted that it appears they are enlarging the time period for people to file objections. Mr. Fontaine asked if the district would be getting the money owed them out of this. Mr. Gray answered that they should be.

5. Letters from R. Holmander and Doris Kidder re: envelopes

Mr. Gray asked if there had been any other complaints beyond these two. Ms. Bishop stated that she has had some comments from a few other people when they came in to pay their bills, but that these were the only two written complaints.

6. Letter from Town of So. Berwick to SBSB re: Maintenance Facility

Mr. Roberge asked if the district has had any maintenance work done at the new facility yet. Mr. Clough answered that they have not, adding that the district would not be saving any money by using the facility anyway as the rate being charged there is the standard going rate.

7. Letter from Elizabeth Welsh to SBSB re: sewer charges

After a brief discussion, Mr. Gray motioned to adjust the sewer bill for Ms. Welsh's property for February of 2007 to be 3500 gallons in lieu of the 15000 gallons listed. Motion seconded by Mr. Fontaine. Motion passed unanimously.

8. Letter from Gary Emery to Bonnie Bishop re: 457 Plan

Mr. Fontaine inquired as to who Mr. Emery is. Mr. Harmon answered that he is the representative who will be coming to do the presentation on the 457 Plan. Mr. Dionne asked if Mr. Emery would be coming to the meeting next month. Ms. Bishop answered affirmatively.

OLD BUSINESS:

1. Mr. Gray brought up the idea of the district putting together a list of things that need to be revised. Mr. Harmon stated that he went over the district's policies and found a couple of items that need to be looked at. He suggested that perhaps the trustees put together a notebook with their policies in them for easier access when situations arise.

After some discussion, Mr. Harmon suggested that two areas that need to be looked at are: (a) how the district charges people that are unmetered, and (b) the wording in regard to how connection fees are covered by the rate schedule. A few other items from the trustees included: (1) separate deduct meters; (2) leaks; (3) general rule of thumb concerning construction projects. Mr. Gray stated that these issues deserve some thought. He suggested researching the minutes to see what the practice has been in the past concerning these items, and then discussing them at a workshop. After some further discussion, he then suggested the trustees think about the items brought to light and bring this up again at the next meeting.

2. Mr. Gray inquired about the grant program discussed at the last meeting, noting that the filing deadline is close. He asked Mr. Fontaine if he had spoken to Paul Schumacher about it. Mr. Fontaine answered that he had not, as there was a snowstorm the day of the meeting where he was going to see Mr. Schumacher.

3. Mr. Gray asked Mr. Harmon about the GIS meeting the town was supposed to have. Mr. Harmon answered that the meeting was held, but the GIS system was not discussed. Mr. Roberge asked if the district has started working with Wright-Pierce on their system. Mr. Clough answered affirmatively. Mr. Gray asked whether the district was going to submit for a grant to help cover the cost. Mr. Clough stated that the district should check with FEMA. He stated that sometimes FEMA has money left over when there are no disasters that they will give out in the form of grants. Mr. Fontaine added that there is also the possibility of getting some money from the state as well, although he did note that a lot of the grant money available from the state is now gone. He also suggested that the district could try for a TIF.

4. Mr. Gray asked if the district had received a response from the water district regarding Northern Data meter reads. Mr. Harmon answered in the negative.

#### NEW BUSINESS:

1. Mr. Gray inquired about the relamping. Mr. Clough answered that it is in the process of being completed.

#### OPERATIONS

##### 1. Beaver Dam Road Pump Station Proposal

Mr. Dionne asked how far Civil Consultants had gotten. Mr. Harmon answered that George looked at the old records and talked with Mr. Clough. He stated that it looks like there are three options for building a new station on Beaver Dam Road, and the district will need to take the first steps and decide on the best alternative. After some discussion, Mr. Dionne stated that he feels each of the trustees should go down and have a look at the current station (he was there today). After some discussion regarding possible rebuilding options, Mr. Gray noted that according to the schedule provided by Civil Consultants, it will take 26 weeks to get the bid awarded, and another 12 weeks for the new station to be

constructed. Mr. Clough stated that he would like to get the process started ASAP if possible, adding that the current station will last about another year. Mr. Fontaine asked when Civil Consultants will come back with the options outlined. Mr. Harmon stated that the feasibility report could be completed in one month. Mr. Dionne motioned to accept the proposal from Civil Consultants in the amount of \$29,600 for rehabbing the Beaver Dam Road pump station. Motion seconded by Mr. Gray. Motion passed 4-1 with Mr. Fontaine casting the opposing vote.

## 2. Personnel Policy

Mr. Harmon stated that Ms. Bishop and Mr. Clough received a personnel policy from Maine Waste Management. He stated that he can sit down and compare their policy with the district's current policy, and then get together with the trustees and go over it.

## 3. Morrill Septic

Mr. Harmon stated that he spoke with the district's attorney regarding Morrill Septic. The attorney stated that while it will cost the district around \$2,000 to after them, the attorney feels that the district should go after them. There is no guarantee that the district will collect anything, but he feels it will send a message if nothing else. After a brief discussion the trustees all agreed to pursue a claim against Mr. Morrill for money owed to the district. Mr. Harmon stated that he would notify the district's attorney.

## 4. Election of Officers

Mr. Fontaine motioned to elect Mr. Roberge as chair. Motion seconded by Mr. Gray. Motion passed 4-1 with Mr. Roberge casting the opposing vote.

Mr. Fontaine motioned to elect Mr. Dionne as treasurer. Motion seconded by Mr. Gray. Motion passed unanimously.

Mr. Fontaine motioned to elect Mr. Forsyth as clerk. Motion seconded by Mr. Gray. Motion passed unanimously.

OTHER: Mr. Roberge noted that the next meeting will be Monday, April 2.

## PAYING OF THE BILLS

Mr. Dionne inquired about the paint bill. Mr. Clough answered that he knows who ordered it but will look into why it was so expensive. Mr. Forsyth motioned to pay the bills in the amount of \$107,171.92. Motion seconded by Mr. Gray. Motion passed unanimously.

## ADJOURNMENT

Mr. Fontaine motioned to adjourn the meeting. Motion seconded by Mr. Dionne. Motion passed unanimously. The meeting was adjourned at 8:18 pm.