

**SOUTH BERWICK SEWER DISTRICT
180 MAIN STREET
MINUTES OF MEETING
NOVEMBER 5, 2007**

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

CALL TO ORDER: Mr. Roberge called the meeting to order at 7pm.

MINUTES OF MEETING: Mr. Dionne motioned to accept the minute of the regular meeting, October 1, 2007, as written. Motion seconded by Mr. Fontaine. Motion passed unanimously.

PUBLIC AUDIENCE: There were no audience members wishing to speak.

COMMUNICATIONS:

1. Letter from New England Water Environment Association, Inc. to Skip Clough

Mr. Roberge asked when this award was received. Mr. Harmon answered that it was received recently.

2. Letter from Dennis Fontaine, SBEDC, to SBSB re: Board of Trade
Mr. Fontaine stated that the Economic Development Committee sent out surveys and received approximately 30 responses. Part of the findings is that there are more and more businesses in town that would like to have a Board of Trade. Mr. Fontaine stated that the Sewer District should have a trustee on the Board of Trade representing the SBSB. Mr. Dionne motioned to appoint Mr. Fontaine as a representative of the SBSB on the Board of Trade. Motion seconded by Mr. Forsyth. Motion passed unanimously.

OLD BUSINESS:

1. Beaver Dam Pump Station

Mr. Harmon stated that he is waiting for Geotechnicals to get back to the district. They have not yet figured out what to do down there. He is hoping to sit down with them and talk about the alternatives. He noted that Geotechnicals told him this is the worst plain they've ever seen. The ground is very soft, and there are concerns that

weight of a new station would cause the ground to settle too deeply. The trustees discussed the various possibilities available to them for constructing the new station. Mr. Harmon stated that the soft ground runs quite deep, adding that he has not sent anything to the electrical people yet because he would like to straighten this part out first.

2. Discussion of Maine DEP license

Mr. Harmon noted that Mr. McEachern, the district's attorney, is present at the meeting. He added that he did receive the minutes of meeting, which he made a few corrections to and gave back to the recorder for correction. Mr. Harmon stated that the trustees need to keep moving on the proposed rule change; in order to do that, the trustees need to take some steps with the district's regulations and rules coming out of that meeting. Mr. Andy Fisk from the DEP, who was present at the public meeting, emailed Mr. Harmon some of ideas of what the district should be doing. Mr. Clough has regulations he uses with regard to the haulers, but those regulations are not part of the district's regulation book because they were not ever approved by vote of the trustees. The DEP is looking for them to be part of the district's current regulations.

Mr. Harmon stated that the trustees also need to look at the odor situation and can be done about it. In his email, Mr. Fisk discussed setting up a hotline with an answering machine for people to phone their complaints to. Mr. Harmon stated he feels this is a good idea that is very doable, especially considering that the phone line at the plant is also hooked to a fax machine and can be hard to get through to. It would be a good idea to set up a phone line with good machine and check it regularly. He also inquired about the feasibility of doing this in conjunction with the website. Mr. Forsyth stated that he has already set up a suggestion box on the website where people can email in comments or complaints.

Mr. Harmon stated that the district needs to get the information regarding how to contact the district with comments/complaints out to the public. He asked if it would be possible to put it on the bills. Ms. Bishop replied that there is a limited amount of space on the bills but it could probably be done. Mr. Harmon stated that the trustees need to do these things fairly quickly. He suggested holding a workshop in a week or two, then bring up the ideas gained from the workshop to the December regular meeting for a vote. Mr. McEachern added that it would be a good idea to move quickly. He stated that the public meeting went well, and he liked Mr. Fisk's ideas. He also added that much was said at the meeting about enforceability, and it is his belief that the suggested regulations would be enforceable once adopted. He noted that nobody has the absolute right to dump septic at the plant unless they are allowed to by the district. The trustees can set reasonable rules, adopt them, then go forward with them and enforce them. Mr. Harmon gave a copy of the rules adopted by the DEP in 1992 to the trustees as a basis to work from, adding that the trustees could expand upon them or amend them to what the district needs, then adopt them into the district's rules. Mr. McEachern stated that Mr. Harmon's suggestion regarding the

regulations was doable, and suggested the district also pursue further odor control measures with Wright-Pierce. Mr. Harmon added it might be advisable for the district to put Wright-Pierce on retainer for the next two years for odor monitoring on a regular basis and also on an on-call basis if the district receives a lot of complaints in a short period of time. Mr. McEachern stated that the district is trying to demonstrate that they are serious about their efforts regarding traffic and noise and are working quickly and diligently to pursue solutions to that end.

After some discussion, Mr. Fontaine suggested the trustees go ahead and vote to have another line installed with an answering machine for use as a complaint hotline. Mr. Harmon replied that the budget needs to be done before the December meeting, and suggested that the trustees hold a workshop next Monday to pull together rules and regulations and go over the budget. Mr. McEachern noted that it would be a good idea to send a notice about the workshop to the haulers who bring waste to the plant so they can also give input regarding reasonable regulations. After some further discussion regarding jake brakes and what can be done to enforce a policy of not using them, Mr. Harmon suggested the trustees write up regulations, adopt them, write them up, and give them to the haulers to sign. Mr. McEachern added that the trustees would need to back up the regulations with consequences for those who violate them. Mr. Harmon stated that the trustees need to sit down and hammer out rules and regulations, and the budget needs to be worked on, both in short order. The rules and regulations can be worked on in a workshop, then brought to a regular meeting to be voted upon. In considering the tasks at hand, he believes that instead of doing it all in one workshop, the trustees should hold two separate workshops, one for the budget and one for rules and regulations regarding odor and noise at the plant. He also believes it would be a good idea to set up consensus groups to look at the rates. After some further discussion, it was decided to hold a workshop regarding the budget on Tuesday, November 13 at 7pm, and a workshop on operations on Monday November 19 at 7pm, and have Mr. Clough notify the haulers about the operations workshop.

Mr. Roberge stated that they should go ahead and set up the hotline. Mr. Harmon stated the line should come in to the main office instead of the plant. After some further discussion, it was also decided to post the workshops.

3. Money owed to the district from the DEP

Mr. Dionne asked if the DEP has sent the check yet. Mr. Harmon answered that they have not.

4. District Truck

Mr. Harmon stated that nothing has been done with the truck yet. Mr. Roberge asked if Mr. Clough is still using it. Mr. Dionne answered that Mr. Clough has been trying not to use it.

5. Plant Workshop

Mr. Harmon asked Mr. McEachern if he wanted to be at the workshop. Mr. McEachern stated that he does not need to be there unless the district wants him there. Mr. Harmon suggested that the trustees come up with the regulations they want to adopt in regard to the plant and send it to Mr. McEachern for review before adopting them.

6. Brattle Street Invoice

Mr. Fontaine asked about the invoice listed in the bills from the Town of South Berwick for the overlay for Brattle Street. Mr. Harmon stated that he had not seen it but knew it was coming, adding that the cost was covered in the budget for the project.

NEW BUSINESS: none

OPERATIONS:

Mr. Roberge stated that at one time the property at 7 Academy Street was changed from a double unit to a single unit, and asked if it has since been changed back to a two units again now that there is someone living on the other end again. Ms. Bishop pointed out a memo she made for the trustees regarding extra units, connection fees, assessments, and vacant lot fees.

The trustees discussed further how to get the word out regarding ways to contact the district with comments/complaints. Mr. Harmon asked if there is anything on the bills regarding the website. His question is how people know that the district has a website. Mr. Forsyth replied that he does not know. Mr. Fontaine stated that there is a link to the district's site on the town's website. Mr. Harmon suggested putting the website address on the quarterly bills. Mr. Dionne also suggested having the town list it in the newsletter it puts out every quarter. After some discussion as to how the website works, Mr. Forsyth noted that there have been some hits on the site, but it has not received much use to this point. Mr. Fontaine stated his agreement with putting the website link on the bills.

PAYING OF THE BILLS: Mr. Fontaine motioned to pay the bills for the month of October 2007 in the amount of \$88,620.22. Motion seconded by Mr. Forsyth. Motion passed unanimously.

OTHER: none

ADJOURNMENT: Mr. Dionne motioned to adjourn the meeting. Motion seconded by Mr. Fontaine. Motion passed unanimously. The meeting was adjourned at 7:50

p.m.