

**SOUTH BERWICK SEWER DISTRICT
180 MAIN STREET
MINUTES OF MEETING
JANUARY 7, 2008**

ROLL CALL: Al Roberge, Dennis Fontaine, George Gray, Richard Dionne, Mark Forsyth, Tom Harmon (Administrative Assistant) at 7:40 pm, Bonnie Bishop (Office Manager); ABSENT: Skip Clough (Plant Manager);

CALL TO ORDER: Mr. Roberge called the meeting to order at 7:10 pm.

MINUTES OF MEETING:

Mr. Forsyth motioned to accept the minutes of the Public Hearing held on December 3, 2007. Motion seconded by Mr. Gray. Motion passed unanimously.

Mr. Gray stated that Mr. Harmon had requested that the last paragraph following adjournment from be removed from the regular meeting minutes as it was an after thought and occurred after adjournment. After a brief discussion, Mr. Fontaine motioned to accept the minutes of the regular meeting held on December 3, 2007, amended to delete the last paragraph. Mr. Forsyth noted that his last name was misspelled in the minutes (no "e" at the end). Motion seconded by Mr. Forsyth. Motion passed unanimously.

PUBLIC AUDIENCE: none

COMMUNICATIONS:

1. Letter from Judith Brightman to SBSB re: lien procedure

Mr. Roberge asked if Ms. Brightman's account has been paid. Ms. Bishop replied that the account is paid and she received the foreclosure payment. She added that the district has eight clients who were unpaid from 2005. The district filed liens on those properties in 2006, and sent foreclosure notices in 2007. Seven of the eight accounts are paid in full, one is not paid in full yet but the owner has communicated with the district about their ability to pay.

2. Letter from McEachern & Thornhill to Kenneth Morrill (Morrill's Septic Service) re: judgment

Mr. Gray noted that the district got a judgment from the court regarding the money owed to the district by Morrill's Septic Service.

3. Email from Sara Hubner to SBSB re: payment and flows

Mr. Gray stated that Mr. Harmon had answered Ms. Hubner. Ms. Bishop added that she answered Ms. Hubner as well. Ms. Hubner had been having her bank pay a set amount to the district for her bill and had been paying ahead; however, her bank stopped offering that service, and she had been looking to see if she could set up a similar payment arrangement with the district directly. Ms. Bishop informed Ms. Hubner that the district does not offer a direct automatic payment system, and Ms. Hubner was satisfied with the district's response.

4. Letter from SBSB (Tom Harmon) to Old Berwick Historical Society re: MeDEP Letter

Mr. Fontaine asked if the district had received a reply from the Old Berwick Historical Society. Mr. Gray replied that they have not, but added he felt Mr. Harmon's reply was nice.

5. Messages from Mr. Steve Weesner re: jake brakes

Mr. Gray stated that the district had asked the haulers to not use their jake brakes. He suggested the trustees ask Mr. Clough to see if he can correlate the times given in the messages with the times the haulers in question were at the plant. Mr. Forsyth asked if the plant keeps time records of when haulers arrive and leave the plant. Mr. Gray replied that it is his belief they do. The trustees also discussed a complaint about a septic truck being at the plant after 4pm. Ms. Bishop pointed out that the 4pm time limit is in the proposed regulations which have not been voted on yet. Mr. Gray stated that with all the email traffic going to Mr. Andy Fisk of the DEP the district really needs to address some of these complaints. The trustees then discussed possible sources of continuing odor problems at the plant.

OLD BUSINESS:

1. Beaver Dam Pump Station

Mr. Fontaine inquired about the Beaver Dam Road pump station. Mr. Harmon was not yet at the meeting to give an answer.

2. Complaint Log

Mr. Roberge asked if the complaint log had been started yet. Ms. Bishop answered that it has, and the complaints included in the trustee's packets are the ones that have been received to this point. Mr. Forsyth asked if the complaint hotline has been set up. Ms. Bishop answered affirmatively. Mr. Dionne asked if any complaints had been received by phone. Ms. Bishop answered that there have been no complaints received to this point on the hotline. Mr. Gray noted that the emails from Mr. Weesner did not really give enough information to act on. He also noted the problem

of emails being sent to Mr. Fisk and not being sent to the district, which means the district is getting the information regarding complaints third hand. The trustees discussed the complaint log and email system on the website and the need for people to use those avenues to lodge complaints so the district can be active in fixing problems sooner.

NEW BUSINESS: none

Mr. Harmon joined the meeting at 7:40 pm.

OPERATIONS:

1. Beaver Dam Pump Station

Mr. Harmon stated that he has nothing new to report regarding the pump station.

2. Nominations

Mr. Roberge asked Ms. Bishop to draw up two sets of nomination papers for the upcoming annual meeting.

3. Regulation Action

Mr. Harmon brought up the sentence in the proposed regulations that reads “The SBSB reserves the right to suspend deliveries of any septic waste hauler at its discretion.” He stated that Mr. McEachern (the district’s attorney) thought that the wording should be stronger, but did not have a recommendation as to what it should be changed to. After some discussion regarding possible stronger language, Mr. Gray suggested removing the last bullet, and making that sentence part of the last paragraph. He suggested making those two sentences together the last bullet. After some discussion regarding language and the posting of the regulations once adopted, Mr. Harmon asked if the trustees were happy with the proposed Article 13. The consensus was yes. Mr. Harmon asked if the trustees were happy with the proposed Article 14. The consensus was yes. Mr. Gray motioned to accept and adopt the proposed Articles 13 and 14 as amended to eliminate the next to last sentence and amend the final bullet, with the final bullet to read “Failure to comply with the policy and rules of this Article may result in a septic waste hauler’s privileges being suspended at the Board of Trustee’s discretion.” Motion seconded by Mr. Fontaine. Motion passed unanimously. Mr. Harmon then asked Mr. Forsyth to publish the entire book of regulations on the district’s website.

Mr. Fontaine motioned to reenact the consulting contract with Wright Pierce. Motion seconded by Mr. Forsyth. After a brief discussion regarding the scope of work the district is looking for, the motion passed unanimously.

The trustees also discussed the proposed rate committee. After some discussion, Mr. Dionne motioned to table action on the proposed rate committee until the April 1 meeting. Motion seconded by Mr. Gray. Motion passed unanimously.

Mr. Gray stated that there is not enough information being received in some of the complaints for the district to correlate with the plant. He suggested sending a letter to those who are writing in to acknowledge their emails to Mr. Fisk, and request that they send the complaints to the district in the future in order to aid the district in correlating complaints with the plant records. He also suggested that the district list the steps they are taking and ask for the direct input of the neighbors of the plant. After some discussion, Mr. Harmon also suggested making someone at the plant responsible for checking the complaint log every four hours and signing off that it was done, so that complaints can be dealt with as they come and be correlated with operations, trucks, wind, etc. After some discussion as to how this would work, Mr. Harmon stated that he would talk with Mr. Clough about it.

OTHER:

Mr. Roberge noted that the next regular meeting is scheduled for February 4, 2008.

PAYING OF THE BILLS:

Mr. Gray motioned to pay the bills for December 2007 in the amount of \$79,196.02. Motion seconded by Mr. Forsyth. Motion passed unanimously.

ADJOURNMENT: Mr. Dionne motioned to adjourn the meeting. Motion seconded by Mr. Forsyth. Motion passed unanimously. The meeting was adjourned at 8:40 pm.