



South Berwick Sewer District
180 Main Street
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South Berwick, Maine 03908-0320
207-384-2760

Minutes

5 PM November 3, 2025
Regular Monthly Meeting
180 Main Street
South Berwick Sewer District Office

Call to order

Ken Holmes called the meeting to order at 5:02.

Roll call

Jim Smith, Kevin Emery, Tom Devaney, Trustees, James Flynn Treasurer, Ken Holmes Chair, Tamara Belanger Office Manager, Scott Perry Superintendent

Minutes of the Meeting:

September minutes were accepted with a motion from Kevin Emery second by Jim Smith.

Public Audience:

Mike Curry from Wright & Pierce

Communications:

Ken Holmes deferred Cole Lane until we get to operations.

Old Business

October's meeting was not run it was a quorum. Tami will write up October minutes stating this for the website.

New Business

Mike Curry will walk the board through the table that Val created to simplify the grant stages. Mike will summarize the current funding sources which are both formally approved and in progress. The first one is the state revolving loan fund (SRF). It is essentially a grant that has already been approved for \$526,00.00. Right now in terms of that full grant being pushed forward, \$15,000.00 of that is Wright & Pierce's to execute a sole source request and work with the vendor to purchase screw presses, Huber screw presses. Mike has worked through this technical process with a few New Hampshire clients. So Wright & Pierce and South Berwick Sewer are going to work together on this, we are waiting for Hooper Technologies. Who is the vendor of this specific piece of equipment. To pull together a formal proposal to say here is what you want here is the price for that. Then we will work back and forth with them to make sure that it's a negotiated price that we feel is fair priced like other projects that we have seen and we will execute it, and installed by the District. I believe. Is that correct, yes it is stated Scott Perry.

Ken Holmes asked is one of the mechanics of getting this procedure right is that I assume we have to pay out of our account, and then submit the bills to get reimbursed by the state?

Mike stated that was correct. It is similar to any sort of SRF program they have very prescribed disbursement request form. So in this case one of the things that we will actually negotiate up front is what the payment terms are. Typically payment terms for a piece of equipment like this would be, I'd say roughly ten percent. They have to develop these full control panel drawings, a full submittal for an engineer to review. So we will usually say once that process is through it would be ten percent. The district would pay that ten percent, you would get an invoice you would pay that. Once you have that invoice as paid you could submit that to the state with disbursement requests on that invoice. It is a pretty simple form that Val and I can help with. Ken Holmes asked what is the estimate for? Scott I am trying to stay within that OC number, that's why I have been trying to get a breakdown of all equipment.

New Business:

Jim Flynn went over to Lighthouse to get all statements mailed to the office, starting immediately. Also inquired about the CD's and we are getting 4.25% which revolves every six months. Cole Lane reads: three choices, we pay a company to do the reads, we have the residents put a meter on the well and send reads to the office, or we charge a flat rate. Denis and Tami will formulate a letter to send to Cole Lane.

OPERATION

New electrician started and worked on E Stops and put in two disconnects for our D cameras so we can isolate them to work on them. We are going to get the prints out because we are getting ready for the two influent valves we are putting in. There is a ton of corrosion down there because everything is thirty years old. So, we are going to redo all the electrical you know under valves. We also took five loads of scrap metal to Berwick iron/scrap yard. Let an employee go he wasn't working out. Will continue interviewing, Denis is coming down, we have two interviews tomorrow. Report given by Scott Perry.

Office report

Goodwin Street had a tenant with a toilet running and was unaware until the Water Department called would like to get a credit on her bill. This is the first time that Goodwin St. has called. I will calculate eight readings and average the bill. Bringing all accounts to be paying the same amount. Why the system had different service fees for a handful of people is unclear. All people will be paying the same service fee according to their occupancy.

Changes to the handbook: Denis Messier as the Administrator and Ken Holmes as the Chairmen of the Board. Report given by Tami Belanger

Notice on bills

Motion made to pay October bills by Ken second by Jim Flynn.

Next Meeting

December 1, 2025

Adjournment

Motion to adjourn by Ken second by Jim all in agreement.