

## South Berwick Sewer District

### Board of Trustees Meeting Minutes

Date: \_Jan 2025

Location: Office at the Town Hall

#### 1. Call to Order

The meeting was called to order by the Chair.

Trustees Present: \_all present

Others Present: Mike (Wright-Pierce), Tammy (Administrative), Dennis, Scott

#### 2. Approval of September Minutes

Draft minutes were reviewed. The process going forward will be: Tammy prepares draft minutes, Dennis reviews them, and once approved internally they are finalized and distributed.

Motion: To approve the September meeting minutes.

Vote: Approved unanimously.

#### 3. October Meeting – No Quorum

It was noted that no quorum was present at the October meeting. Tammy will prepare formal minutes documenting that no quorum was present for website and recordkeeping purposes.

#### 4. Communications

No new communications were presented. Coal Lane discussion deferred to Operations.

#### 5. Funding & Capital Projects

##### A. SRF Emerging Contaminants Grant (\$526,000)

Funding has been approved. \$15,000 allocated to Wright-Pierce for sole source procurement work. The District is working with Huber Technologies for replacement screw presses. Upon receipt of a formal proposal, Wright-Pierce will review pricing, negotiate if needed, and submit for District approval.

Reimbursement Process: District pays invoices upfront and submits disbursement requests to SRF for reimbursement. Wright-Pierce assists with preparation.

Estimated lead time: 7–10 months from notice to proceed. Installation anticipated in 2026. Work may be phased to maintain plant operation.

#### **B. SRF Loan – Influent Pump Station Upgrade (\$3.7 Million)**

Letter of intent submitted. Estimated interest approximately 3%, with construction period interest near 1%. 20–25 year financing available. Design timeline estimated at 9–12 months including 60% and 90% review stages.

Board agreed to revisit decision in March after reassessing CDS funding status and financial implications.

#### **C. Congressionally Directed Spending (CDS) – \$3 Million (Pending)**

Funding remains uncertain. Requires 20% local match (~\$600,000). SRF loan could serve as match. Board expressed preference to wait for clearer federal outlook before proceeding.

### **6. Rate Considerations**

Under the Charter, rate increases are capped at 2% annually without bond vote. Larger increases require public hearing and bond vote. No immediate rate action taken.

### **7. Screw Press Replacement – Operational Notes**

New presses will allow segmented maintenance. Installation may be phased. Control panel replacement recommended. Target completion in 2026.

### **8. Financial Update (CDs)**

Six-month CDs currently earning approximately 4.25%. Longer terms offer lower rates. Board will continue monitoring rates.

### **9. Operations**

#### **A. Coal Lane Billing Issue**

Coal Lane consists of 13 homes on private wells connected via force main. Vendor proposed \$100/month reporting fee for pump run time data. Concerns raised regarding billing accuracy.

Motion: For Coal Lane properties – Option 1: Flat calculated rate per state formula; OR Option 2: Install water meter at homeowner expense and report quarterly readings.

Vote: Approved.

Tammy and Dennis to draft homeowner communication.

#### **B. Private Well Policy (General)**

Board discussed potential district-wide policy requiring meters for private well sewer customers.

### **C. Wandby Apartments**

Apartment complex may request sewer data for internal rate adjustments. Awaiting formal letter.

### **10. Adjournment**

There being no further business, the meeting was adjourned.

Respectfully submitted,

---

Tammy

Administrative Assistant