

SOUTH BERWICK SEWER DISTRICT

Board of Trustees Meeting Minutes

Date: September 8, 2026

Time: 5:00 p.m.

Location: South Berwick Public Library, 27 Young Street, South Berwick, Maine

Attendance

Kevin Emery, Chair

Jim Smith, Trustee

Jim Flynn, Treasurer

Tom Devaney, Trustee

Jim Roberge, Trustee

Dennis Messier, Admin

Tammy Belanger, Office Manager

Scott Perry, Plant Supervisor

Jeff Brubaker, Town Planner

Andy Morrell, Wright-Pierce

Call to Order

The meeting was called to order at **5:03 p.m.**

Approval of Minutes

A motion was made and seconded to approve the **August 4, 2026** meeting minutes, with a correction to the next meeting date. The Board also discussed the need to ensure that all Trustees are notified of meeting-date changes. **Motion carried unanimously.**

TIF District Discussion

Town Planner Jeff Brubaker provided an overview of the Town's Punkintown TIF District and Transit-Oriented/Route 236 TIF District and discussed potential funding opportunities for Sewer District infrastructure. Eligible TIF expenditures may include sewer, water, roads, electrical improvements, and other qualifying infrastructure. The Board discussed potential TIF assistance for the Marshwood pump station, generator improvements, influent pump station improvements, and debt service associated with upcoming capital projects. The District and Wright-Pierce will work with the Town to develop an appropriate allocation of project costs attributable to the TIF districts.

Wright-Pierce Project Update

Andy Morrell provided an update on current capital projects. The dewatering/screw press project is proceeding. Controls are anticipated for delivery in **December 2026**, with the screw press anticipated in **February 2027**. Conceptual design work for the influent pump station/headworks project is substantially complete and undergoing internal review. The proposed project includes influent screening, grit removal, pump replacements, electrical/control upgrades, septage receiving improvements, and related infrastructure. The Board discussed updating the Facilities Sustainability Plan project list to identify completed projects, projects in progress, future projects, current estimated costs, secured funding, remaining funding needs, priorities, and anticipated schedules.

Capital Project Funding

Current project funding discussed included approximately **\$3.7 million in Clean Water State Revolving Fund financing** and approximately **\$3 million in Congressionally Directed Spending/grant funding**. The Board discussed remaining capital funding needs and the importance of pursuing TIF assistance, grants, and other funding sources to minimize the impact on District ratepayers. Wright-Pierce will continue assisting the District with project financing and rate analysis.

District Charter

The Board discussed the District charter's limitations on retaining funds for future capital improvements. Wright-Pierce will consult with bond counsel regarding possible charter amendments and procedures for increasing the District's ability to maintain capital reserves.

Property Survey

Additional survey work, estimated at approximately **\$6,000-\$7,000**, was proposed for property acquired by the District through eminent domain in approximately 1993. Before approving the additional survey work, **Jim Roberge** will research Registry of Deeds and District records to determine whether the necessary documentation already exists. **The matter was tabled pending that research.**

Part-Time Office Assistant

The Board reviewed the part-time office assistant job description. Duties include assisting with financial recordkeeping, internal controls, delinquent accounts, liens, Registry of Deeds research, customer notices, and other administrative responsibilities.

Delinquent Accounts and Liens

The Office Manager provided an update regarding delinquent accounts, 30-day notices, payment arrangements, mortgage-company notifications, and liens. The Board requested a consolidated report showing delinquent accounts, outstanding balances, payment arrangements, collections, and lien status.

Waste Management

The Board reviewed updated Waste Management contract information. The trash and sludge contract periods have been aligned for future renewals.

Financial Report

The Office Manager reported that financial records and bank reconciliations are current. Cash flow and upcoming capital expenditures were discussed. Approximately **\$104,000 in reimbursement from the Maine Municipal Bond Bank** was expected during the week. The District also received approximately **\$1,200 from Maine Municipal Association Risk Management**.

Approval of Bills

A motion was made and seconded to approve **August 2026 bills totaling \$313,430.18. Motion carried unanimously.**

Payroll

Bangor Payroll requires earlier payroll submission during weeks containing a Monday holiday. Payroll information should be submitted by **Thursday** during those weeks to ensure timely Friday payroll.

Superintendent's Report

Plant Supervisor **Scott Perry** provided the operations report. Both plant-water pump motors require replacement at an estimated cost of approximately **\$3,600 each**. The boiler project is approximately **80% complete**. Laboratory HVAC equipment has been ordered. The Marshwood Pump Station No. 2 seal replacement and driveway paving repairs have been completed. Influent pump station design work continues with Wright-Pierce. Huber screw press equipment remains on schedule for delivery in late 2026/early 2027. The treatment plant continues to operate well and meet current permit requirements. Staff continues monitoring nitrogen and phosphorus treatment and making operational adjustments as necessary. Septage revenue and activity were also reviewed.

Next Meeting

The next regular meeting of the South Berwick Sewer District Board of Trustees will be held on **October 6, 2026, at 5:00 p.m.** at the **South Berwick Public Library, 27 Young Street, South Berwick, Maine.**

Adjournment

A motion was made and seconded to adjourn. **Motion carried.**

Respectfully submitted,

**Tammy Belanger
Office Manager
South Berwick Sewer District**