SOUTH BERWICK SEWER DISTRICT

MONTHLY MEETING MINUTES

Date: October 6, 2026
Time: 5:00 p.m.
Location: South Berwick Public Library, Young Street, South Berwick, Maine

1. Call to Order
The meeting was called to order at 5:00 p.m.

2. Roll Call
Trustees present were recorded. Mr. Flynn was absent.

3. Approval of Previous Minutes
The September 8, 2026 meeting minutes were reviewed. Corrections were made regarding the notation of unanimous votes from previous meetings. The minutes were approved as corrected.

4. Clean Water State Revolving Fund / Maine Bond Bank
The Board discussed the approximately $3.7 million Clean Water State Revolving Fund financing. The District's project was included on the Maine DEP Intended Use Plan/funded list. The application was submitted to the Maine Bond Bank, which will process the loan. Engineering work is progressing from conceptual planning into preliminary design. Funding will be drawn as project expenses are incurred, with reimbursements made accordingly.

5. Resolution Authorizing Borrowing
The Board considered and approved a resolution authorizing borrowing of approximately $3.7 million for the District's project. The resolution was signed by the trustees present. Mr. Flynn was absent.

6. Property Survey / Boundary Discussion
The Board discussed whether an additional survey was necessary for property acquired through eminent domain. After discussion, the Board did not authorize the additional survey at this time and requested further review of the preliminary plans.

7. Communications
No communications were reported.

8. Outstanding Septage Hauler Balances
The Board reviewed outstanding balances owed by septage haulers and collection efforts. The Board agreed to apply a 7% late-payment charge to balances more than 30 days past due. The District will continue monitoring outstanding accounts and collection efforts.

9. Line of Credit
The Board discussed the possibility of obtaining a $300,000 line of credit through M&T Bank to assist with cash flow. A loan package will be prepared for further consideration. No final action was taken.

10. Financial Report
The Board reviewed the District's financial condition, including cash balances, collections, outstanding accounts, operating expenses, insurance, utilities, fuel, chemicals, credit card expenses, engineering costs, SRF reimbursements, bank statements, and reconciliation. Online banking, depreciation/fixed assets, and projected sewer revenues were also discussed.

11. Sewer Rate Review
The Board discussed the possibility of a future sewer rate increase. Additional information and a rate model will be requested from Brandy King. The matter was tabled pending further information.

12. Tamarack Drive Sewer Issue

The Board discussed a previous sewer backup involving Nancy Penney on Tamarack Drive and the possibility of jetting the line. The Board will contact Brian Van Sickle to review the situation and determine what work, if any, is necessary.

13. Septage Billing / Collection Procedures

The Board discussed maintaining consistent billing and collection procedures for septage customers.

14. Employee License / Wage Increase

The Board discussed the District's past practice of providing a $2.00 per hour wage increase when an employee obtains an additional wastewater license. The Board voted to follow the established practice for the employee who recently obtained the additional license. The motion passed unanimously.

15. Office / Administrative Report

The Board reviewed office matters, invoices, paving work, and additional project-related expenses.

16. Payment of Bills

The Board approved payment of bills totaling $157,645.75.

17. Adjournment

There being no further business, the meeting was adjourned.

Next Meeting

November 20, 2026 — 5:00 p.m.
South Berwick Public Library
Young Street
South Berwick, Maine

Submitted by: Tami Belanger, Office Manager