



**South Berwick Sewer District**  
293C Main Street  
PO Box 320  
South Berwick, ME 03908

Minutes  
Regular Monthly Meeting  
(Conducted via Video)  
7 PM JUNE 1, 2020

CALL TO ORDER: Kevin Emery called the meeting to order at 7:15 pm.

ROLL CALL: Kevin Emery, Paul Hussey, Jim Flynn, Jim Smith, Ken Holmes (Trustees), Rebecca Batchelder (Office Manager), Tom Harmon (Administrative Assistant.), Skip Clough (Superintendent), Scott Perry (Assistant Superintendent).

MINUTES OF MEETINGS:

- March 9, 2020 Annual Meeting- *Jim Smith made a motion to accept, Kevin Emery seconded; All in favor- Motion passed.*
- March 9, 2020 Regular Monthly Meeting- *Jim Smith made a motion to accept, Kevin Emery seconded; All in favor- Motion passed.*

PUBLIC AUDIENCE: None

COMMUNICATIONS:

- May 15, 2020 Jason Murray to Tom Harmon re: Berwick Academy sewer repair- *Information only*
- May 14, 2020 Thomas Harmon (SBSD) to Joseph Rousseau CEO Town of South Berwick re: Impact fee invoicing schedule- *The district has revised its policy to have the impact fee paid prior to issuance of a building permit. A receipt of payment to the district will become part of the documentation required to obtain a building permit.*
- April 18, 2020 xx Michael Gately to SBSD Trustees re: water leak- *Jim Smith made a motion, per the district's current policy, to adjust the customer's current bill by averaging the last eight quarters. Paul Hussey seconded; All in favor- Motion passed.*
- xx xx xx Robert and Constance Jacques to SBSD Trustees re: water leak- *Jim Smith made a motion, per the district's current policy, to adjust the customer's current bill by averaging the last eight quarters. Ken Holmes seconded; All in favor- Motion passed.*
- May 29, 2020 Eric Bloom SBSD Trustees re: requesting pay for vacation credit- *Information only*

OLD BUSINESS:

- Confirmation of "In Law Apartment" impact fees. (See attached email)- *Information only*

NEW BUSINESS:

OPERATIONS

- Odor Control – *None*
- Septic Billing Accounts - *No issues presented*
- Review of Employee handbook- *Information only*
- Review and approval of draft Financial Audit- *Schedule a workshop. Date to be determined.*
- Grant and Webster- *Schedule a public hearing once one can be held at the town hall.*
- I&I- *Sewer main and sewer manhole rehabilitation budget costs for various location. Estimated cost of repairs is \$33,200.*
- Operations Report-

PAYING OF BILLS:

- Jim Flynn made a motion to pay bills in the amount of \$89,542.36 Jim Smith seconded, Unanimous – all in favor.
- Jim Flynn made a motion to pay bills in the amount of \$69,909.44 Ken Holmes seconded, Unanimous – all in favor.

OTHER:

- **Next meeting July 6, 2020**

ADJOURNMENT: Ken Holmes motioned to adjourn, Jim Flynn seconded, meeting adjourned at 8:29 pm.

Ken Holmes made a motion to go into executive session, Jim Flynn seconded. All in favor- Motion passed.

Recorded by Rebecca Batchelder