

SOUTH BERWICK SEWER DISTRICT
Minutes of Monthly Meeting March 10, 2014

ROLL CALL:

Amin Bahrour, Kevin Emery, George Gray, Dennis Fontaine, and Paul Stanley (Trustees); Harold Clough, Superintendent, Randi DuBois, Recording Secretary, Bonnie Bishop, Office Manager & Tom Harmon, Admin Asst., Absent.

CALL TO ORDER:

Mr. Gray called the meeting to order at 7:11 p.m.

MINUTES OF MEETING:

Mr. Fontaine made a motion to accept the minutes of the February 2, 2013, monthly meeting as presented. Motion was seconded by Mr. Emery. The motion to accept the minutes as presented passed unanimously.

PUBLIC AUDIENCE:

None

NEW BUSINESS:

- Election of officers – Mr. Fontaine made a motion, seconded by Mr. Bahrour to elect Mr. Gray as Chairman. Motion passed unanimously.
- Mr. Fontaine made a motion, seconded by Mr. Stanley to elect Mr. Emery as secretary. Motion passed unanimously.
- Mr. Bahrour made a motion, seconded by Mr. Gray, to elect Mr. Fontaine as treasurer. Motion passed unanimously.
- Mr. Fontaine asked if Superintendent Clough was patching manholes at this time. He indicated that the Town is doing some patching.

COMMUNICATIONS:

March 3, 2014 - Summons for 21st Mortgage Corp v Jennifer W. Morrell et al. Information only.

OLD BUSINESS:

- Mr. Fontaine asked Superintendent Clough if there were any comments regarding the new Employee Handbook. Mr. Clough said there have been no comments or discussion. Chairman Gray commented the Handbook to be similar to the old version, but offers clarification in some areas.
- Superintendent Clough explained that the newest employee hire has resigned to be closer to family in New Hampshire. The employment opening will be advertised, but discussion needed for what classification of operator.
- Mr. Fontaine asked about the rate study. The Trustees have discussed rates in the past, but discussion was tabled. Minutes to be reviewed for reminder of discussion and tabling. This item to be followed up at a future meeting.

OPERATIONS:

- Odor Control – Mr. Fontaine noted a plume of odor last week when driving by the Plant. Superintendent Clough indicated that possibly it was when the Liberty Street pump station kicks on there is an increase in flow which can cause that. No other complaints.
- Septic Billing Accounts – Mr. Harmon to review A/R aging and will continue to send letters on delinquent accounts as necessary.
- 2014 Salary Increases sufficient for 2014. COL increase discussed. No action.

PAYING OF THE BILLS:

Mr. Stanley made a motion, seconded by Mr. Bahrour to approve the bills in the amount of \$ 158,431.97 for the month of February 2014. Motion passed unanimously.

OTHER:

Next meeting will be the regular meeting on Monday, April 7, 2014.

ADJOURNMENT:

Mr. Stanley made a motion, seconded by Mr. Emery to adjourn the meeting. All were in favor, meeting adjourned at 7:30 p.m.

Submitted by Randi DuBois, Recording Secretary