



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

Minutes
Regular Monthly Meeting
(via video)
7 PM, July 6, 2020

CALL TO ORDER: Kevin Emery called the meeting to order at 7:08 pm.

ROLL CALL: Kevin Emery, Ken Holmes, Paul Hussey, James Flynn, Jim Smith (Trustees), Tom Harmon (Admin), Becky Batchelder (Office Manager), Scott Perry and Skip Clough (Superintendent)

MINUTES OF MEETINGS:

- June 1, 2020 – *Regular Monthly Meeting- Ken Holmes made a motion to accept, Jim Flynn seconded; All in favor- Motion passed.*

PUBLIC AUDIENCE: None

COMMUNICATIONS:

- June 3, 2020- (R.Batchelder) to Mr. Gately 65 Main Street re: adjusted SBSB bill. *-Information only.*
- June 3, 2020- (R.Batchelder) to Mr. and Mrs. Jacques 96 Agamenticus Road re: adjusted SBSB bill. *-Information only*

OLD BUSINESS: None

NEW BUSINESS: None

OPERATIONS

- Odor Control - *no issues presented*
- Septic Billing Accounts – *no issues presented*
- Update on Employee Handbook- *waiting for a first draft from Laurie Bouchard*
- Schedule of Workshops & Public Hearings
 - Review and approval of draft Financial Audit- *workshop scheduled for July 20th at 6pm.*
 - Grant and Webster- *Must wait until a public hearing can be held at the town hall.*
 - Billing Operations- *workshop scheduled for July 20th at 6pm.*

- Employee Handbook Update- *workshop scheduled for July 20th at 6pm.*
- Operations Report- *Received an operations report from Scott Perry. Information only- regarding maintenance being done at the treatment plant.*

PAYING OF BILLS: Motion by Jim Flynn to pay bills in the amount of \$122,272.31, seconded by Paul Hussey, Unanimous – all in favor.

OTHER:

- **Next meeting August 3, 2020**

ADJOURNMENT: Jim Smith motioned to adjourn, Kevin Emery seconded, meeting adjourned at 7:55 pm.

Recorded by Becky Batchelder