



50 Fort Avenue  
P.O. Box 989  
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978-744-4550  
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*South Essex Sewerage District*



FACSIMILE TRANSMITTAL SHEET

November 29, 2018

TO: Ilene Simons, City Clerk  
City of Salem  
Email: [jemmons@salem.com](mailto:jemmons@salem.com)  
Fax No.: 978-740-9209

FROM: Anita E. Runne', Clerk  
South Essex Sewerage District

RE: Notice of Meeting of the South Essex Sewerage Board  
on December 5, 2018

2018 NOV 29 PM 12:43  
CITY CLERK  
SALEM, MASS

Message:

In accordance with the Open Meeting Law, M.G.L. c. 30A, s. 20 (b), we are filing the enclosed meeting Notice with your office.

**Please post the Notice today.** The manner of posting should be the same one that you use for meetings of local public bodies as approved by the Attorney General under the Open Meeting Law.

Thank you for your assistance.

If you did not receive a complete transmission, please call me at: 978-744-4550, ext. 158.

COMMONWEALTH OF MASSACHUSETTS  
SOUTH ESSEX SEWERAGE DISTRICT  
50 FORT AVENUE  
SALEM, MASSACHUSETTS 01970

NOTICE OF MEETING OF THE SOUTH ESSEX SEWERAGE BOARD

2018 NOV 29 PM 12:43

DATE: December 5, 2018  
TIME: 1:00 PM  
PLACE: 50 Fort Avenue, Salem  
Administration Building, First Floor  
Board Room

CITY CLERK  
SALEM, MASS

The following is a list of the topics reasonably anticipated to be discussed at the Meeting as of the date of this Notice. The order in which the topics will be discussed may change. Other items that arise between the date of this Notice and the Meeting may also be discussed.

1. Call to Order
2. Approve Warrants
3. Report of General Counsel  
*Executive Session to Discuss Strategy with Respect to Litigation*  
*Executive Session to Discuss Strategy with Respect to Collective Bargaining*
4. Report of the Executive Director
5. Review/Approve Transfer of Funds for Contract No. 19-1: Process Building Heating System Replacement
6. Review/Approve Engineering Services Agreement for Contract No. 19-1: Process Building Heating System Replacement
7. Review/Approve Engineering Services Agreement for Asset Management and Computerized Maintenance Management Technical Support Project, Phase C: CMMS and Work Management Support, Staffing Review and Reliability Training
8. Review/Approve Change Order No. 2 for Contract No. 11-3: Combined Heat and Power Facility
9. Review/Approve Executive Director's Recommendation for Filling Vacant Position of Mechanic Helper
10. Review/Approve Job Description for Position of Administrative Assistant
11. Review/Approve Minutes of Any Previous Meetings
12. Division Head Reports
13. Old, New, On-Going Business
14. Adjournment

Michael R. Parsons, P.E.  
Chairman

Copy sent to each City/Town Clerk  
in the District for Filing and Posting

By Anita E. Runne  
Anita E. Runne, Clerk  
November 29, 2018

This notice posted on "Official Bulletin Board"  
City Hall, Salem, Mass. on NOV 29 2018  
at 12:41 PM in accordance with MGL Chap. 30A,  
Sections 18-25.