

SCARBOROUGH SANITARY DISTRICT

BY-LAWS ADOPTED DECEMBER 22, 1971

- Section 1. The name of this organization shall be **SCARBOROUGH SANITARY DISTRICT**.
- Section 2. The seal of the district shall be a circular disc upon which shall be inscribed the words **SCARBOROUGH SANITARY DISTRICT**.
- Section 3. The annual meeting date of the District shall be the first regular meeting following the annual election and qualification of newly elected Trustees.
- Section 4. The Chairman shall preside at all meetings of the Board of Trustees, and he shall perform such other duties as may be specifically delegated to him from time to time by the Board of Trustees. The Vice Chairman, shall, in the absence of the Chairman, serve in his stead and shall perform such other duties as may be required by the Chairman and the Board of Trustees. The Treasurer shall keep accurate records of all moneys received and paid out. All funds shall be paid out as directed by the Board of Trustees, and the Treasurer shall make a report, when required, of the financial condition of the District. The Treasurer shall furnish bond in such sum and with such surety as the Trustees shall determine and approve, the cost thereof to be paid by the District. The Clerk shall send proper notices of all meetings of the Board of Trustees, keep a faithful record of all meetings of the Board of Trustees, and generally perform such duties as may be required by the Chairman and the Board of Trustees. If and when the Trustees determine it is necessary, the Trustees may also appoint a Deputy Treasurer, who must be a Trustee, who shall serve at the pleasure of the Trustees and who shall perform all the duties and functions of the Treasurer when the Trustees make an affirmative determination that the Treasurer is absent.
- Section 5. The regular meetings of the Board of Trustees shall be held at the Municipal Office Building, 259 U.S. Route One, Scarborough, Maine at 6:30 P.M., (Effective March 2020) prevailing time, on the fourth Thursday of each month except November and December when the meetings shall be held on the third Thursday. When a meeting date falls on a holiday, the meeting shall be held on the following Thursday at the same time and place. The date of any regular meeting may be changed by the majority vote of the Board of Trustees. Special meetings of the Board of Trustees may be held upon call by the Chairman or a majority of their own number.
- Section 6. The Trustees shall receive compensation for their duties as Trustees in the amount of (a) \$125.00 per month of service, not to exceed \$1,500.00 in any calendar year, (b) no separate meeting attendance fees, and (c)

reimbursement for actual travel and expenses incurred in connection with their duties. (Effective January 1, 2007)

Section 7. The Trustees shall employ a Superintendent who shall be the Chief Administrative Officer of the District and shall be responsible to the Trustees for the proper administration of all the affairs of the District. He shall have the power and shall be required to:

- A. Appoint, prescribe the duties of, and, when necessary, remove all employees of the District appointed by him.
- B. Prepare the budget of the District annually, submit it to the Trustees and be responsible for its administration after adoption.
- C. Prepare and submit to the Trustees as of the end of the fiscal year a complete report of the finances and activities of the District for the preceding year and cause such annual report to be published and made available to the public as promptly as possible after close of the fiscal year.
- D. Attend all meetings of the Trustees, except when his removal is being considered, and keep the Trustees advised of the financial condition and future needs of the District, and make such recommendations as may seem to him desirable.
- E. See that all rules and regulations governing the District are faithfully administered.
- F. Act as purchasing agent for the District and pay all bills and other obligations of the district upon approval of the Treasurer.
- G. Issue all permits, collect all inspection and user fees and be responsible for the inspection of all facilities of the District.
- H. Act as Assistant Treasurer and Assistant Clerk.
- I. Perform such other duties as may be prescribed by the Trustees from time to time.

Section 8. These By-Laws may be amended at any regular or special meeting of the Trustees by a vote of a majority of the Trustees.

Amended January 27, 1976
Amended January 12, 1984
Amended October 25, 1984
Amended February 24, 1994

Amended February 23, 1995
Amended August 28, 2003
Amended December 21, 2006
Amended September 22, 2016
Amended February 27, 2020