

NORTH BENNINGTON WATER BOARD
MINUTES OF MEETING
3 APRIL 2024

MEMBERS PRESENTS: Steve Goodrich, Ed Myers, Arla Sampsell, Joe Herrmann, Doug Buggee, Zach Bull and April Paulin

Steve called the meeting to order at 6:59 pm.

MINUTES

For the minutes of 6 March under the Warrant heading it should clarify that it is electric heat and they are looking for a wall mount unit to help with the electric bill.

Joe moved to approve the minutes of 6 March with the correction. Ed seconded the motion. Arla abstained. Motion passed.

WARRANTS

Ed moved to approve the payroll warrant for 7 March – 3 April for \$9,833.08. Joe seconded the motion. Motion passed unanimously.

Arla moved to approve the monthly warrant for 7 March – 3 April for \$33,495.13, check #'s 10592-10608 and 3 debits. Joe seconded the motion. Motion passed unanimously.

TREASURER'S REPORT

Doug reported that we have been operating on a thin bank balance but he hasn't needed to use any of the reserve funds. The first round of checks will be coming in soon and that will help the balance.

Doug will discuss the options of billing more often via email with the Board. Doug suggested escrow type budget plans to keep the delinquent customers current and help them pay off their past due amounts.

Doug will order checks for the reserve account, probably from the bank as it's more cost effective.

Doug has been in contact with two other accounting firms in New York and they are unable to take us on. He was given two more names to contact.

Ed moved to accept the Treasurer's report as written. Joe seconded the motion. Motion passed unanimously.

SUPERINTENDENT'S REPORT

Zach reported that there are 10 meters that need to be replaced, as they are original and the outside readers stopped working. Some of the meter wires and touch pads were new but were damaged during construction projects. Steve said this is an item that will be addressed in the Rules and Regulations.

The bills will be mailed out tomorrow.

Zach emailed the following report:

CURRENT/COMPLETED TASKS:

- **Filter Maintenance-** We will be adding anthracite charcoal media to the filters to bring the media level within the recommendations of the manufacturer. Jim is currently fabricating a new waste gate for filter number two, as was completed on filter number one.
- **Lead Service Line Inventory-** As time allows we have continued the ongoing work on the Lead Service Line Inventory that is due October 2024. Entering the data we have in our records into the provided spreadsheet is time consuming and tedious but progress is slowly being made.
- **Finished Reading Meters**
- **Importing Meter Readings-** Ted trained Zach on importing the meter readings into the billing program.
- **Bills Printed & Mailed-** Ted trained Zach on the process of printing all bills and relative reports. Bills have been printed and dropped off at the post office.
- **New Truck Tires Have Been Purchased and Installed**
- **New Work Shirts and Sweatshirts Were Ordered and Received**
- **2023 CCR's-** The 2023 CCR's are complete and the website link has been printed on the water bills for consumers to view. Hard copies are available upon request.

GOALS FOR THIS MONTH:

- **Posting of Open Position-** Update job description and post the open position.
- **John Deere Mower-** Purchase a service kit and service mower before the season begins.
- **Replace Meters-** We have about 11 meters that need to be replaced. They are original and the outside readers have stopped working.
- **Pricing to Install Flushing Hydrants-** Solicit pricing to install flushing hydrants at the end of Harvest Hills Dr. and at the end of the line on VT 67 East.

OLD BUSINESS

Steve is going to try to set up a meeting with Robert from OCE to meet Zach and go over the progress of the projects.

The last portion of the AMP has been finished and Robert has reviewed it. He will put it on a spreadsheet and submit it.

The paperwork for the standby generator has been sent in and the winning contractor has been notified. The projected start date is the fall. Robert made it clear that he wanted it all done at once instead of starting it and then coming back a few weeks later to work on it some more. The shop drawings will be sent down to Zach.

OCE has done a preliminary design for the Overlea Road/Jennings line and it has been approved. It has been submitted to the bond bank. Once it has been approved from the bank Robert can finish the drawings.

The Rules and Regulations are about 90% done. Steve is hoping the packet should be ready for review for the next meeting. Once the updated rules and regulations are approved they will be posted on the website.

Zach had inquired about getting a separate cell phone that could be passed to whomever is on call. The Board okayed the request and told Zach to use whichever carrier he is most comfortable with. Once he has it completed he will update the phone number on the website and contact list.

Ted's last day will be Friday and the Board and the guys are going to meet for breakfast to send him off.

Nothing new to report on the Solar Project.

The Board will keep in mind plans for an open house this spring/summer.

EXECUTIVE SESSION

Ed moved to enter into Executive session on 7:46 pm to discuss a proposed new board member. Joe seconded the motion. Motion passed unanimously.

Ed moved to exit Executive session at 7:54 pm. Joe seconded the motion. Motion passed unanimously.

Ed moved to appoint David Post to fulfill David Shaughnessy's remaining term. Joe seconded the motion. Motion passed unanimously.

Joe moved to adjourn this meeting at 7:55 pm. Arla seconded the motion. Motion passed unanimously.


Respectfully submitted,

April A. Paulin
Board Secretary

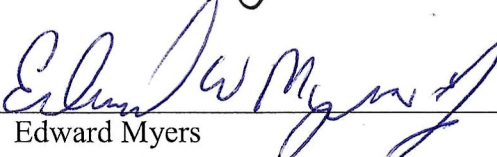
Approved:



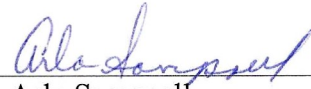
Steve Goodrich Date

 5-1-24

Joseph Herrmann Date

 5/1/24

Edward Myers Date



Arla Sampsell Date

David Post Date