

NORTH BENNINGTON WATER BOARD
MINUTES OF MEETING
15 November 2022

PRESENT: David Shaughnessy, Arla Sampsell, Jerry Elwell, Joe Herrmann, Steve Goodrich and April Paulin

David called the meeting to order at 6:53 pm.

MINUTES

There was one clarification to the minutes of 18 October; under Old Business it should be noted that it is Jason's opinion that no one had an issue with Mary being our Treasurer than it is ok.

Steve moved to approve the minutes of 18 October as amended. Arla seconded the motion. Motion passed unanimously.

WARRANTS

Joe moved to approve payroll warrant for 15 November – 1 December for \$7,092.83, check #'s 10158-10172 & 10202-10203. Check #'s 10158-10160, 10164-10166 and 10200-10201 were all voided.

Steve seconded the motion. Motion passed unanimously.

The payroll checks included in the warrant only go until 1 December. The Board may have to have a special meeting to approve an additional payroll warrant for checks dated 12/8 and 12/15 because the next meeting is not until 20 December.

Steve moved to approve the monthly for \$18,202.05, check #'s 10173-10199 & 10204-10205. Check #'s 10173-10186 were voided. Arla seconded the motion. Motion passed unanimously.

SUPERINTENDENT'S REPORT

David read Ted's report: The intake has been cleaned. The furnace at both the plant and garage have been cleaned.

The new computer has been installed and updated.

The water for all the cemeteries and fountains has been turned off for the season. They did some painting and cleanup of leaves etc. at the plant.

They conducted a hydrant flow test on Sage Street.

The past dues are about 150 and those notices were mailed last Tuesday.

Ted will get prices from contractors for the 4 lines on Pleasant Street for the December meeting. Steve needs to get with Mary and found out exactly what the Trustees and Norm feel we are responsible for and how it needs to be done to replace those curb boxes.

TREASURER'S REPORT

David read Mary's report and handed out her analysis.

Mary will return to the plant next week to take care of the payroll taxes.

There was an upgrade to the accounting program that was not done because of the changeover of the new computer. Ted and Mary called Sage and got it done. There is an annual cost of \$1200 for the program. It cause and alignment problem and is the reason for so many voided checks. Mary recommends changing to QuickBooks for the accounting program and an outside payroll service. Her feeling is there will not be much of a price difference between the Sage program and the other two programs. The Board agrees that Quickbooks is probably the way to go but are not sold on the payroll service.

There are some hiccups to figure out such as some unpaid invoices going back to 2008 which more than likely are checks that were not voided properly or duplicated invoice entries. Mary will figure it out but it may need a consultation with Steve Love. Mary suggests formulating some best work practices with the new bookkeeper for entering payments, invoices, journal entries and reported taxes paid.

The Village will be doing a series of budget meetings tentatively with the Highway Department to discuss projects. Mary and Ted have discussed that he and the Water Commissioners attend so that they can discuss work projects. She would like to look at the 2-5 years out for the projects.

April has offered to help Mary with the Bookkeeping position until a new person is found.

OLD BUSINESS

Last month Steve brought up changing the night of the meeting to get a true reading of our budget and get bills paid on time. The Board agreed and they picked a day that worked for everyone.

Steve moved to change the meeting day from the second Tuesday after the first Wednesday to the first Wednesday of each month beginning with the January 2023 meeting. Arla seconded the motion. Motion passed unanimously.

Ted will need to change it on the website etc.

NEW BUSINESS

Steve asked Ted to contact Dolmitsch to see if they got the backflow preventer taken care of with HRH Management as they just seem to be ignoring it. Maybe a letter from Jason stating they are in violation will get it taken care of.,

Steve moved to move into Executive Session at 7:26 pm to discuss legal matters. Joe seconded the motion. Motion passed unanimously.

Steve moved to exit Executive Session at 7:57 pm. Joe seconded the motion. Motion passed unanimously.

Arla moved to go ahead with the proposal to present to Shaftsbury during mediation. Joe seconded the motion. Motion passed unanimously.

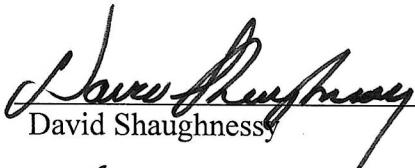
December's meeting will be a budget meeting and will start at 6 pm.

Arla moved to adjourn the meeting at 7:58 pm. Steve seconded the motion. Motion passed unanimously.

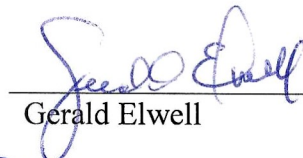
Respectfully submitted,

April A. Paulin
Board Secretary

Approved:



David Shaughnessy Date




Gerald Elwell Date



Steve Goodrich Date



Joseph Herrmann Date 12-20-22



Arla Sampsell Date