

Bradford Water & Sewer Commission Minutes
January 12, 2016 at 6:30 pm
Bradford Academy Building

Commissioner: Robert W. Nutting, Lunnie Lang, Robert Lefebvre, Larry Drew and Leonard Dobbins
Operators: Jonathan Thornton, Chief Water & Sewer Operator, Ron Moore, Assistant Sewer Operator
Recording Clerk: Bridget Simmons, Office Manager
Others: n/a
Absent: n/a

Meeting called to order by Larry Drew at 6:32 pm

Visitors & Public Comment:

- No public Comment.

Minutes:

- **Motion made by Lunnie Lang to approve minutes from December 9, 2015 as submitted. So voted. Motion passed unanimously. (5-0)**

Chief Water & Sewer Operators Report:

- **Motion made by Robert Lefebvre to approve the Chief Water & Sewer Operators report as submitted. So voted. Motion passed unanimously. (5-0)**

Water - New & Old Business:

- No new or old business to report.

Sewer - New & Old Business:

- No new or old business to report.

Water & Sewer Orders:

- **Motion made by Lunnie Lang to approve the orders dated December 31, 2015 as written. So voted. Motion passed unanimously. (5-0)**
- **Motion made by Lunnie Lang to approve the orders dated January 12, 2016 as written. So voted. Motion passed unanimously. (5-0)**

Water Budget:

- **Motion made by Robert W. Nutting to approve the water budget as corrected and updated to include a 3% hourly payroll increase for Jon Thornton, Ron Moore & Bridget Simmons. So voted. Motion passed unanimously. (5-0)**

Sewer Budget:

- **Motion made by Robert W. Nutting to approve the sewer budget as corrected and updated to include a 3% hourly payroll increase for Jon Thornton, Ron Moore & Bridget Simmons. So voted. Motion passed unanimously. (5-0)**

Other Business:

- **J+C Holdings - Sewer Permit:**
 - **Motion made by Robert W. Nutting to approve the sewer permit application from J+C Holdings as submitted, noting that this is for the "auction barn" property at the crossroad of Route 25 & Route 5 down on the Lower Plain. So voted. Motion passed unanimously. (5-0)**
- **Billing Schedule Change:**
 - Bridget & Jon have been doing some research as to the currently billing schedule and trying to find a way to help make paying the quarterly water & sewer bills easier for the rate payers. Currently 2 bills fall around the same time as Town Taxes and one of these is right around the December Holidays as well. Bridget & Jon have come up with a "new" billing schedule allowing those 2 bills to be pushed one month, thus making it easier to rate payers, not having their water & sewer bill due the same time as Town taxes. Discussion ensued with the Water & Sewer Commissioners as to the idea of this and everyone agreed that

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this was a great idea. Lunnie suggested we let the Selectboard that we are planning to make this change for the "next" billing cycle. This will not affect the billing cycle that is in process right now of November, December & January. That bill will go out in February as scheduled and be due in March as scheduled. Bridget will put a notice in the next billing cycle, February, letting the rate payers know about this change.

○ **The new billing cycle will be as follows:**

<u>Meter Readings</u>	<u>Mailing of Bills</u>	<u>Bills Due</u>	<u>Coverage Period</u>
• End of February	March 5 th	April 5 th	December, January & February
• End of May	June 5 th	July 5 th	March, April & May
• End of August	September 5 th	October 5 th	June, July & August
• End of November	December 5 th	January 5 th	September, October & November

○ **The previous billing cycle was as follows:**

<u>Meter Readings</u>	<u>Mailing of Bills</u>	<u>Bills Due</u>	<u>Coverage Period</u>
End of January	February 5 th	March 5 th	November, December & January
End of April	May 5 th	June 5 th	February, March & April
End of July	August 5 th	September 5 th	May, June & July
End of October	November 5 th	December 5 th	August, September & October

- **Motion made by Robert W. Nutting to approve the new billing cycle as submitted by Bridget and Jon**, noting that the 1st cycle will have one extra month in it, then going forward each cycle will have the 3 months as it's been previously billed. So voted. **Motion passed unanimously.** (5-0)
- In addition to the billing cycle change, Bridget & Jon have been doing some research to help figure out a way to make sure everyone is getting their bills. We are still having issues with the Post Office not delivering invoices, even with the change of bringing them to Fairlee. Bridget & Jon have proposed allowing invoices to be sent via email. This will NOT take place of mailing the invoices via the postal service, but be an additional "option" for the rate payers. The Commission feel that this is a good idea, Bridget will put a "notice" in the next billing cycle, going out in February letting rate payers know about this option as well. It was also mentioned again (as it was last meeting) that Bridget should try sending invoices directly from White River Junction this billing cycle

Motion made by Larry Drew to adjourn.

Meeting adjourned at 7:32 p.m.

Respectfully submitted:

 Bridget Simmons, Recording Clerk