

Bradford Water & Sewer Commission Minutes
October 11, 2016 at 6:00 pm
Bradford Academy Building

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

Meeting called to order by Lunnie Lang at 6:00 pm

Visitors & Public Comment:

- No public comment.

Audit:

- Ted Unkles is here to discuss the Audit performed by Fothergill, Segal and Valley. There has been some confusion as to what has been done and not done over the past few years. When the Water/Sewer department converted from QuickBooks to NEMRC, all changes were done by the former Treasurer, Henri Powers. The Treasurer did not allow the water department to be involved at all. Thus, no information of adjusting entries were given to the Water/Sewer Department. It was discovered in the 2014 audit performed in 2015 that entries for the water/sewer bond were not being done as were with the rest of the Town's Bonds. Once this information was known, Bridget asked for instructions as to how to do these entries/adjustments. The Auditors sent an email as to what needed to be done annual, Bridget made these adjustments for the 2015 however, they were not done correctly. Unfortunately, the auditors did not share this information with the water/sewer department. The only way Bridget found out the entries were not done correctly and that additional adjusting entries were done, was when a story in the local paper came out. Trying to find out why this article was written, after not being aware of any issues, Bridget asked Jennifer if there were any adjustments/entries done that she was not aware and Jennifer provided copies of several correcting entries that the auditors had instructed Jennifer to do. This was the 1st time Bridget was hearing about these adjustments/entries. It's impossible to fix something you do not know is broken. Bridget is still trying to get help from the Auditors as to what is not being done correctly and what else she can do to understand, also maybe a class that she can take to understand what needs to be done on an annual basis. The whole problem with these entries and the fact that they were done incorrectly is that the information of these errors was never provided to the water/sewer department, thus there was no way to know that something different needed to be done. Ted also let the Commission know that the Auditors have said that Jennifer knows how to do the entries and that Bridget could learn from her. Bridget sent an email off to Jennifer asking if she can meet with her when she does the entries and learn how she does them.

Minutes:

- **Motion made by Robert Lefebvre to approve minutes from September 13, 2016 as submitted. So voted. Motion passed unanimously. (4-0)**

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. (4-0)**

Water - New & Old Business:

- Someone hit a hydrant on Fairground Road and it needs to be repaired. Jon is contacting EJ Prescott to have it repaired. Jon is working with the trooper to get the information so we can bill him/her for the repair.
- Mark Farr called Lunnie Lang in regards to his Easement, so he can sell his property. Bridget is working with Mark Youngstrom to find out why we do not have a copy of it here in the town offices. Bridget found an email where Mark had asked Paul Guiliani for it. As soon as we get this, we will be in touch with Mark. Bridget has been working with Jeff Taylor in regards to this as well.

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Sewer - New & Old Business:

- Sewer Line Replacement on Route 5. Jon has been in contact with Mark Youngstrom in order to get a cost, we are hopeful we can repair the line without digging it up. If we cannot do it without digging it up, then we will wait until Spring before we do anything.
- Lester Nutting asked again why his property markers have not been put back. Unfortunately it's something that the Selectboard/Town has to handle and not the water/sewer department.
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Water & Sewer Orders:

- **Motion made by Robert Lefebvre to approve the orders dated October 11, 2016 as written. So voted. Motion passed unanimously. (4-0)**

Other Business:

- **Shut Offs:**
 - There are 3 customers who are delinquent with their water/sewer payments and will need to be shut off this round of shut offs.
 - 97 South Pleasant Street
 - 36 Farr Lane
 - 63 Cobblestone Alley
- **2017 Budget - Computers:**
 - Bridget received a couple emails from the Selectboard's Administrative Assistant in regards to computers for the water/sewer department. The 1st email stated that Jon & Bridget's computers was out of warranty and needed to be replaced, All-Access said the cost would be \$1,500 The 2nd email stated the same thing, that needed to be replaced because they were out of warranty, but the cost was \$1,200 each. Bridget and Jon just did upgrades to their computers via All-Access because there were issues with speed, it's concerning that no-one at All-Access mentioned that they should be replaced instead of doing these upgrades for a few hundred dollars.
- It's great to see Larry Drew back at our meeting.

Motion made by Larry Drew to adjourn.

Meeting adjourned at 6:41 p.m.

Respectfully submitted:

Bridget Simmons, Recording Clerk