

Bradford Water & Sewer Commission Minutes
October 14, 2014 at 6:30 pm
Bradford Academy Building

Attending: Robert W. Nutting, Robert Lefebvre, Larry Drew, Jonathan Thornton, Ron Moore & Bridget Simmons
Visitors: n/a
Absent: Seth Bean & Lunnie Lang

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

Visitors & Public Comment:

- No public comment.

Minutes:

- **Motion made by Larry Drew to approve minutes from January 15th 2014, April 8th 2014, May 13th 2014, June 10th 2014 and August 12th 2014 as corrected to reference V.S.A. for each executive session taken in those meetings. So voted. Motion passed unanimously.**
- **Motion made by Robert Lefebvre to approve minutes from September 9th, 2014 as written. So voted. Motion passed unanimously.**

Chief Water & Sewer Operators Report:

- **Motion made by Robert Lefebvre to approve the operators report. So voted. Motion passed unanimously.**

Sewer - New Business:

- We received some information from Efficiency Vermont in regards to saving some energy costs. Ron & Jon would like the board to approve Efficiency Vermont to come in and perform an energy audit in order to help save money.
- **Motion made by Robert W. Nutting to have Jon & Ron look into the cost of having Efficiency Vermont come in and do an inspection to see if there is anything we can do to save energy costs at the sewer plant. So voted. Motion passed unanimously.**

Sewer - Old Business:

- No old business to report.

Water New & Old Business:

- No new business to report.

Water & Sewer Orders:

- **Motion made by Robert W. Nutting to approve the orders as written. So voted. Motion passed unanimously.**
- **Motion made by Robert W. Nutting to pay the bond payment in the amount of \$17,732.80 as presented. So voted. This bill will be paid by the treasurer and charged to our account as directed by Bridget Simmons, Office Manager. Motion passed unanimously.**

Sewer to the Lower Plain:

- We are still at a stand-still with Zaluzny Excavating regarding the sink holes at Industrial Drive. At this point, the Commission cannot go any further. In hopes we can get this resolved, The Commission would like to provide all the information in regards to this sink hole and the communication between w/s and D&K as well as Zaluzny Excavation to Ted Unkles and have him deal with it directly as it was a town project & is being paid for by the Tax Payers and not rate payers.
- Please note that the water & sewer commission is paying the bill to ICS for the SCADA upgrade, however Bridget is to submit this to the Selectboard in order to get reimbursement for this expense as this was to be part of the Sewer to the Lower Plain extention project. This upgrade has already been approved by all parties.
- **Motion by Larry Drew to have the Selectboard take this to the next level to resolve. So voted. Motion passed unanimously.**
- It has been brought to the Selectboard several times that there are property markers that still have not been replaced from the sewer project. It has now been brought to our attention; the land owners are very upset regarding this and would like resolution asap.
- **Motion made by Larry Drew to look into the cost of having Brian Kidder replacing the markers and share that information with the Selectboard to have it corrected. So voted. Bridge is to update the commission as to what the costs will be. Motion passed unanimously.**

Other Business: Personnel Issue

- Larry Drew was confronted by Ted Unkles & Jennifer Rivers in regards to employee's time in the water/sewer department. There is a claim that the water & sewer department is not doing timesheets, thus having no proof of the hours worked. This is 100% not

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true; Jon, Bridget & Ron complete timesheets every single day and have since they started working for the Town of Bradford. These timesheets are signed off by their direct supervisor and by the Commissioner appointed in March each year. This is not a new procedure, it has been done every single week since the new office manager took over & prior as well. There are records proving such.

- It should be pointed out that even in the water/sewer employees are not in the office, at the sewer plant or at the pump house, does not mean they are not working. There are several times where each of the employees need to be out of the buildings at the same time or different times for several different reasons.
- It's to be noted that the information submitted each week to the Town Treasurer is exactly what the former Town Treasurer asked for & there has never ever been a request to the water/sewer commissioner from the previous or current Treasurer for anything different.
- Also there was a complaint that there are no hours posted at the water/sewer office nor is there a notice when the office is closed. Again, this is not correct; there is a sign outside the Water/Sewer office that lists the times that the office, including approximate times for both the Office Manager & Water/Sewer Chief Operator, is open as well as what to do in case of an emergency. The current Office Manager created this sign 6 or so months after her hire, 5 years ago and it has been hanging outside the Water/Sewer office ever since. There are also (8 ½ by 11) laminated signs that are changed every single time someone is not in the office. These signs include (see attached):
 - Office is open, please come on in.
 - Gone to the post office, be right back
 - Gone to the bank, post office & to grab lunch, be back as soon as we can.
 - Office is closed, also states what to do if it's an emergency.
 - There is even a note that gets placed on the door when the Office Managers runs downstairs to the Town office that simply states - "ran downstairs, be right back".
- The Commission would like to point out that they do approve the timesheets completed by the employees of the Water & Sewer Commission every single week. These said timesheets provide in depth detail as to what happened the previous week, including start times & end times.
- Larry Drew has a copy of the Office Manager's time sheet & cover page for week ending 10/12/14 and will take it to the Town Treasurer on Wednesday to discuss and put an end these false accusations once and for all.

Additional Units

- Larry Drew reported that a location on Cottage Street may have an addition unit (apartment) in their barn and Jon needs to check this out to see if we need to start billing for the additional unit.

Budget vs. Actual

- Bridget provided the Commission with a Budget vs. Actual for both water & sewer expenses. As of October 14th 2014, the total budget for both water & sewer are UNDER budget. The only question thus far was in regards to the generator maintenance in sewer expenses, it is listed over budget. Bridget researched it and found that an expense from 2013 was posted in 2014 due to late billing and there was a large bill for the repair/replacement of a radiator, thus putting the account over budget.

2013 Audit

- **Motion by Robert W. Nutting to have Larry Drew, Chair sign the MDA from the auditing firm with the notation that there was never a refinance of any bond/loan performed without the Treasurers complete knowledge.** So voted. It's noted that the refinance in question was given to the Water/Sewer Office Manager by the Town Treasurer, then returned to the Town Treasurer once completed. There never has been and never will be any bond and/or loan refinancing without the knowledge of the Town Treasurer. It's also to be noted that the Town Treasurer signed the paperwork from the Bond Bank. **Motion passed unanimously.**

Motion made by Larry Drew to adjourn.

Meeting adjourned at 7:42 p.m.

Respectfully submitted:

Bridget Simmons, Recording Clerk