

## **DRAFT MINUTES**

### **Bradford Water & Sewer Commission Minutes**

**December 11, 2018 at 6pm**

**Bradford Academy Building**

Commissioners: Leonard Dobbins, Daniel A. Perry III, Robert Lefebvre,  
Operators: Jonathan Thornton, Chief Water & Sewer Operator  
Recording Clerk: Jesse Meyer  
Absent: Lunnie Lang, Larry Russ

Meeting called to order by Leonard Dobbins at 6:02pm

#### **Public Comment:**

No public comment.

#### **New Business:**

Jon Thornton presented the Commission with a draft of his letter for the town report. He gave copies for the Commissioners to review and get back to him, so he can have it to Danielle Kingsbury by January 2<sup>nd</sup>.

#### **Chief Operators Report:**

A copy of the Operators Report was provided to the Commissioners at the meeting.

Daniel A. Perry III made a motion to approve the Chief Operators Report.

MOTION PASSED, UNANIMOUSLY. (3-0)

#### **Old Business:**

No Old Business

### **Other Business:**

Jon made the Commissioners aware that the contract we have for the Generators went up slightly, however by signing the contract at the meeting we received a discount because it's signed by a certain date. A motion was made by Daniel A. Perry III to approve the generator contract.

MOTION PASSED, UNANIMOUSLY. (3-0)

### **Budget:**

- Because Jesse is due for a new computer downstairs in the clerk's office the commission gave their okay for the purchase a laptop in place of the computer she has downstairs now and splitting the difference with the town. This way it's more convenient to go between the two offices and not have 2 separate computers or pay for.
- A motion was made by Daniel A. Perry III to approve Jon Thornton to purchase a portable DO meter used to report DO levels of our effluent, and we can use it to check levels in other tanks as well. The 2<sup>nd</sup> item is a submersible pump that we need for pumping the water out of the sludge tank. These items will come out of the 2018 Budget.

MOTION PASSED, UNANIMOUSLY. (3-0)

- Jon proposed a new heating/cooling system for the treatment plant similar to the one that we have in the Water/Sewer office in the Bradford Academy building. The equipment in the plant needs to be kept at certain temperatures and having this system would help in regulating the temps.
- A finalized version of the budget will be reviewed at the January 8<sup>th</sup>, 2019 meeting.

### **Minutes:**

A motion was made by Daniel A. Perry III to approve the meeting minutes from November 13, 2018.

MOTION PASSED, UNANIMOUSLY. (3-0)

### **Water & Sewer Orders:**

- Orders were provided for the Commissioners to review at the meeting. Daniel A. Perry III made a motion to approve the orders.

MOTION PASSED, UNANIMOUSLY. (3-0)

- A motion was made by Daniel A. Perry III approving Leonard Dobbins to sign off on any end of the year orders that will take place before our next meeting on January 8, 2019.  
MOTION PASSED, UNANIMOUSLY. (3-0)

Leonard Dobbins adjourned the meeting at 7:03pm

Leonard Dobbins, Chair

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Robert Lefebvre, Vice Chair

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Lunnie Lang,

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Daniel A. Perry III,

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Larry Russ

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