

January 7, 2020
7:00 p.m.
Basement of the United Church of Underhill

TRUSTEES PRESENT

Joe O'Brien
Tanner Palmer
Steve Jennings

OPERATORS PRESENT

CLERK
Nancy Benson

WEB MANAGER

Marc Maheux

ASST. OPERATOR

Andy Forsberg

1. Call to Order and Welcome. Joe O'Brien called the meeting to order at 7:02 p.m. Joe revised the Agenda to move #9 New Business up to #2 and create B Operator Need. There will be an Executive Session at the end of the meeting. A motion to adopt the revised Agenda was approved.

2. New Business.

B. Mike has resigned as chief operator effective immediately. The State said that Marc cannot be chief operator. We will need to hire a contract operator. It has to be a Class 3 operator. Marc will talk to some people and let Joe know. Champlin designed some stuff for us, so Marc will check with them. Andy will keep doing what he has been doing. Marc will work with Andy.

3. Review and approval of minutes of previous meeting(s). Minutes from the December meeting were approved.

4. Review and approval of financial statements. The financial reports for December were approved.

5. Customer Comments. Fitzgerald notified us that they were moving and needed a final reading.

6. Correspondence.

A. Pamphlets

7. Operations Report.

Operator's Report.

- i. **Water usage.** 36587 gal/day
- ii. **Test Results and Testing.**
Bacteria results negative.
Fluoride results within tolerance.

8. Repairs, Maintenance, and Connections.

Marc said the draw down test was done today for the new pump. He said the pump should be turned on and watched. Andy will turn it on.

Marc said the meter at the dance studio had problems and was not read. The serial number was not correct. It needs to be changed for billing.

Marc said there was a huge problem with putting the Neptune computer into the District computer interface with Quickbooks. A program written by Marc is up and running, but does have some broken links. He is looking at software online. A search of the old site will bring you to the new site. Right now, the new site is not linkable to the old site.

Marc said Mike changed where the bacteria results go to. The e-mail address should be changed to go to the clerk.

When Spafford did the pump, the top section, 105' of pipe, had to be replaced. There were barnacles on the old pipe.

Andy asked about how the monthly reports are done.

Andy said the reagents haven't been changed. He will check with Marc. The pump tubing was changed around the 15th. It needs to be changed every month.

9. Old Business.

No old business was discussed.

10. New Business.

A. The capital plan review will be done next month.

10. Next Regular Meeting. Next regular meeting February 4, 2020 at 7:00 p.m.

11. Review and Approve Bills. Bills were reviewed and approved.

Adjournment. The regular meeting was adjourned at 8:00 p.m. Joe asked Andy to stay for the executive session. The Trustees went into executive session at 8:00 p.m. and adjourned at 8:25 p.m. No motions were passed.

Respectfully submitted,

Nancy Benson, Clerk/Treasurer

Joe O'Brien, President