

# JERICHO-UNDERHILL WATER DISTRICT

August 7, 2000

7:00 P.M.

Basement of the United Church of Underhill

## **TRUSTEES PRESENT**

Peter Mitchell  
Richard Eldred

## **OPERATORS PRESENT**

Marc Maheux  
Deborah Fowler

## **GUESTS PRESENT**

Roger Koniuto  
Kenneth Mitchell, Sr.

## **CLERK PRESENT**

Katharine Koniuto

Peter Mitchell called the meeting to order at 7:06 P.M

**1. Review & approval of previous minutes.** Minutes from meeting held on June 19, 2000, June 26, 2000, and July 17, 2000 were unanimously approved.

**2. Review & approval of financial statements.** Statements from the months of June and July were reviewed and unanimously approved.

### **A. Alternate names on accounts.**

Peter Mitchell resigned as Assistant Treasurer. Richard Eldred was then appointed as assistant treasurer. A resolution was unanimously passed approving the following to be authorized signatures on all bank accounts:

Treasurer - Katharine A. Koniuto  
President - Peter H. Mitchell  
Assistant Treasurer - Richard Eldred

### **B. Safe Deposit Box Keys.**

Treasurer Katharine Koniuto and President Peter Mitchell were authorized to have keys to the safe deposit box at the Merchants Bank.

## **3. Operations Report.**

### **A. Operator's report.**

**i. Water use.** 50,544 gpd.

**ii. Charts, reports, test results.** The written report for the month of July 2000 and a graph comparing this year's water usage with that of previous years were presented. It was noted that this year's usage is lower than 1999 mostly due to the weather. There was a drought last year and the District provided water for a nominal fee to non-district users whose wells had gone dry. This year the weather has been cooler and wetter causing customers to use less water for things like gardens, etc.

**iii. Activities and concerns, training plans.** As part of her training, Deb Fowler will begin doing Cl<sub>2</sub> testing at her home. Debbie explained some frustrations with the punctuality of the current meter reader as she was trying to learn the route and locations of the meters so she can begin to read them in September.

### **B. Poker Hill Road Project update.**

**i. Customer connections: (CG?)** Nothing further has been heard from this customer.

**ii. The project has been completed.** The lines have been pressure tested. There was a problem with the pressure test in the end valve. The lines were disinfected. The bacteria sample

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came back OK. The project went well. There is still a bit of clean up to be done. Black topping will be done in the next 2 weeks.

### C. Other.

**i. Curb stop project status.** Pending.

**ii. Power interruption 7/17/00 approx. 2 hours.**

The power was out due to lightning strike in the Maple Ridge Road area.

**iii. The meter gun** should be kept in the Control Building. A computer list of where the gun-read meters are located should be entered into the District's computer and copies given to the Board members and the operators.

**iv. Lead and Copper tests** are to be done. The ten sites were divided between Deb Fowler, Peter Mitchell and Richard Eldred. Instructions were given as to the correct use of the kits. They will be delivered to the ten customers on Monday, August 14.

### 4. Customer concerns/comments.

Kenneth Mitchell, Sr. was present with his concerns regarding the Pump House No. 1 site. (See 5.A.)

### 5. Old business.

#### A. Pump house #1.

**i. Fence repair: Second estimate sought.** A second estimate was sought from the Middlebury fence Co. F.E. Hart is available to do the work in October. The Middlebury Fence Co. expects they will be able to do the work in August.

**ii. Disposal of removed fencing.** Arrangements to have the removed fencing taken from the site have not yet been made.

**iii. Additional "No trespassing" signs.** One has been placed on the gate. Two or three more should be placed in strategic places.

**iv. Mowing.** Previous mowing has been done by Cliff Hill and in 1999 it was done by Norm Roberge. The clerk was asked to look up the dates and get that information to Peter. No action was taken.

**v. Ken Mitchell was present and commented on the Board's activity to carry out its motion of November 4, 1999.**

Ken stated that he recommended removing a portion of the fence because he had found a dead fawn caught in a portion of the fence that had fallen over. The Board thought that the reason for removing the fence was to prevent flooding which could occur if debris was caught by a section of fence that might fall into the stream due to erosion.

Ken stated that the District has removed more fence than he recommended. The Board believes it removed the fence to a point mutually agreed upon between Ken and Harold Sargent.

Ken is concerned that a fence corner post was removed. The Board removed the corner post involved because erosion had caused it to fall into the stream, and could have been a point for collection of debris.

Ken said his cows were able to get under the fence. The Board will address this issue probably by tightening or securing the fence during the repairs planned for October.

Ken said the culverts were too full, and this could affect the drainage of his field. The trustees viewed the culverts and ditch in July and will check it again.

Ken stated his view of the Board's responsibility under the property deed to maintain the ditch, fence and road associated with the Pump House. Ken stated that he would contact his

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lawyer if the Board did not meet his expectations within two weeks. The Board stated its intentions of carrying out its obligations as described in the deed.

**B. Insurance: Bonding, Fire, General Liability: Pomerleau.** A motion was made and unanimously carried to raise our liability coverage to \$1,000,000 and add Worker's Comp. to our coverage. Workers' Comp. Is to start immediately. Increased liability coverage will be added when the policy is renewed in October.

**C. Well evaluation: Layne Christensen Proposal \$300.** The Board moved to authorize \$300 for Layne Christensen to evaluate the wells.

**D. Review delinquent account and use of registered mail.** The clerk reported that she had sent 24 certified letters to delinquent customers. All accounts are now paid except one who has a payment plan in place. Some customers did not pick up their certified mail and it was returned to the district. Those customers' bills were paid any way. The Board discussed whether continuing to send certified letters was a worthwhile method of collecting delinquent accounts. No decision was reached at this time.

**E. Review pending items.** Items on the pending list at the end of the agenda were reviewed. #5. Poker Hill Project can be removed as it is now complete.

**F. Other.**

The Board went into Executive session at 9:05 p.m. to discuss a personnel issue. Those present were Peter Mitchell, Richard Eldred, and Katharine Koniuto. The Board came out of Executive Session at 9:20 p.m. No action was taken.

### 6. New Business.

**A. Budget inputs for next year.**

**i. Maintenance schedule.** A maintenance schedule should be planned to facilitate budget building..

**ii. Computer projects.** Computer projects should be planned ahead of time.

**iii. Second computer.** The possibility of getting another computer to keep in the control building was discussed.

**iv. Plan for Meter replacement.** The number of meters to replace each year was discussed.

**v. Major project proposals.** Major project proposals would be important to budget planning.

**B. Annual Meeting Discussion.** The Board decided to hold its annual meeting on Monday, October 16, 2000. It will also have its regular monthly meeting on October 2, 2000.

**C. Other.** None.

**7. Bills to review & approve for payment.** Bills were reviewed and approved.

**8. Next Meeting Date: September 9, 2000.** The Monday after Labor Day was convenient for everyone.

**9. Adjournment.** The meeting was adjourned at 9:52 p.m.

Respectfully submitted,

Katharine A. Koniuto  
Clerk/Treasurer