

**UTILITIES COMMISSION MEETING
FEBRUARY 20, 2007**

Mayor Margo G. Bailey called the meeting to order at 7:30 p.m. In attendance were Council Members Harrison C. Bristoll, Jr., Whaland Clark, Mabel Mumford-Pautz and James R. Johnson, Robert Sipes, Utilities Manager, W.S. Ingersoll, Town Manager and Zoning Administrator, and Jennifer Stead, Stenographer.

Mayor Bailey asked if there were any additions or corrections to the minutes of the meeting of January 22, 2007. **Mr. Bristoll moved to approve the minutes as submitted, was seconded by Mrs. Mumford-Pautz and carried unanimously.**

Mayor Bailey stated that cash on hand and in the banks was \$650,848.90.

Mr. Sipes stated that there were problems with frozen meters throughout Town. He said this was due to either a lack of maintenance by the homeowners or frozen lines. Mr. Sipes stated that all of the calls so far were due to the fact that the meter top was broken or missing, which allowed air to circulate to the bottom of the box and freeze the meter. Mr. Sipes stated that if there was a frozen line the line needed insulation. Mr. Sipes stated that he would try to remind homeowners what to do each year before winter began.

Mr. Sipes stated that if a meter froze but there was no damage to the box the Town would fix it, but they could not just fix the boxes that were neglected. He said a replacement lid could be purchased at cost, which was approximately \$10.00.

Mr. Sipes stated that there were some broken public lines in Town. Two (2) lines on Cannon Street have been repaired. He said that there were other broken lines on Richard Drive, Kent Street, and Roberts Drive that were in the process of being repaired.

Mr. Sipes stated that two (2) overhead doors at the water plant were replaced. He said that the doors were a budgeted item.

Mr. Sipes stated that a new chart recorder was installed at the water plant. He said this would take care of all four (4) of the items that needed recording.

Mr. Sipes stated that he purchased meters from Hughes Supply that the Council would see on the bills this week.

Mr. Sipes stated that the valves in the wet well at the Radcliffe Pump Station were leaking and were rebuilt to correct the problem.

Mr. Bristoll asked if Mr. Sipes could send a letter to all the accounts in Town so they would realize that care of the meter box and pipes under the house were the homeowner's responsibility. Mr. Sipes stated that he would investigate ways to alert the homeowners of their responsibilities. Mrs. Mumford-Pautz stated that this might be a good

opportunity to send homeowners a list of holidays, trash schedules, ordinances, etc. Mayor Bailey stated that she would like to work on a prototype for next Fall and have it go out then.

There being no further business, **Mr. Clark moved for payment of the bills. The motion was seconded by Mr. Bristoll and carried unanimously.**

Mr. Clark moved to adjourn the meeting at 7:42 p.m., was seconded by Mr. Bristoll and carried unanimously.

Submitted by: 
Jennifer Stead
Stenographer

Approved by:
Margo G. Bailey
Mayor