

## BOARD MINUTES FOR ELECTRIC DEPARTMENT

December 29 2021

### Week of December 20th 2021

- Substation checks.
- \* UFPOs, safety review.
- \* Confirming pole numbers on street inventory.
- Installed new transformer 3<sup>rd</sup> street parking lot, splitting loads from previous complaints.
- Trucks materials and storeroom. Deliveries.
- Meter reading, transfers.
- Service complaints/requests.
- Installed new service 2<sup>nd</sup> street apartment remodel, Valent.
- Decoration repairs.

### Week of December 27th 2021

- Meter reading, delinquents, transfers, account confirmations.
- Substation
- UFPOs
- Clean and maintenance of shop.
- Vehicle maintenance and cleaning.
- transformer records and field work.
- job review, vehicle specs for replacement.
- Shared services, Town of Reading, tree cutting dangerous trees.
- Started village tree cutting and tree trimming, village wide.