

Tilton Northfield Water District  
Commissioner's Meeting  
14 Academy Street, Tilton, NH 03276  
Monday, January 9, 2023  
Minutes

**In Attendance:** Commissioner Chair Sean Chandler, Commissioner Arthur Demass, Superintendent John Chase - remotely, Rene LaBranche (Stantec), Charlene Smith

**Call to Order:**

Commissioner Chandler called the meeting to order at 3:57 p.m.

**Public Comment:**

**Rate Study**

Rene LaBranche from Stantec presented information regarding the Rate Study. Dave Fox from Raftelis was not able to attend. Rene did update the water main replacement amount and the equipment amount. Dave is still working on incorporating this into the rate study. We will review this again at our February meeting on February 13, 2023.

**Treatment Plant**

Rene went over the payment information for the treatment plan. There are some things that need to be corrected in the invoicing and Rene is addressing.

As part of the permitting of the project there needs to be some test pits dug. Rene would like to use Ken Partridge to dig these and is wondering if we could contact him to schedule. Superintendent Chase advised that he would contact him for availability.

As part of the Disbursement Requests we need to convert the Notice to Proceed documents into an actual contract with Stantec. Rene will have the contract and disbursement request ready early next week.

Rene is putting a package together for NH DES for the pricing for the project for the ground water trust.

**Asset Management Grant**

This is currently waiting for signature from the Governor.

**UPS**

The Remote Terminal Unit (RTU) for SCADA was submitted by UPS last week. Stantec will review.

**Dialysis Center**

Rene received a request from the dialysis center to dig some test pits to check for ledge. He advised that if they are digging near the water main someone from the Water District would need to be present. They will schedule this with the Water District.

**Lead Services**

There is some grant money available for items related to lead services. Rene inquired if he should explore this through NH DES. The Federal Government wants municipalities to review lead sources in their system. This mandate is to the house, not just to the curb stop. Rene will get some information from NH DES on this.

**Review of Minutes:**

The Commissioners reviewed the December 12, 2022 minutes for the Water District. **Commissioner Demass motioned to approve the December 12, 2022 Water District minutes. Seconded by Commissioner Chandler. All in favor. Motion carried.**

**Treasurer's Report:**

The Commissioners reviewed the December, 2022 Treasurer's Report. **Commissioner Chandler motioned to approve the December, 2022 Treasurer's Report. Seconded by Commissioner Demass. All in favor. Motion carried.**

The Treasurer reported that there is a CD available at Franklin Savings Bank for 3.9% and is inquiring if we want to move \$50,000 into this. Charlene checked with Bank of New Hampshire and she can update our sweep account to an Insured Cash Sweep account which would increase our interest rate from .75% to 2.9%. The Commissioners agreed that we would proceed with this. Charlene will contact Bank of NH to get the paperwork to proceed.

**Superintendent's Report (John Chase):**

**Account 1118**

The homeowner reported that this property was sold in November but the Water District was not notified until January. He advised that his sister was living at the property but passed away in August and no one has been living there since. We have been estimating the water usage there because we could not get to the meter. They are asking for the \$56.54 of water usage to be removed because there is no one living there. They will pay the meter fee. **Commissioner Chandler motioned to credit Account 1118 \$56.54 for the water usage fee. Seconded by Commissioner Demass. All in favor. Motion carried.**

**Old Business:**

Superintendent Chase inquired about the language that we used in a prior Warrant Article that allowed us to spend the money over a several year period without having to do a Warrant Article each year. District Clerk Corey advised this was used for the new meters in 2021 and she would obtain the language and send it over.

Budget meeting will be held February 13, 2023 at 4pm and Commissioner's meeting will be at 4:30. The Budget Hearing will be in March at 4pm prior to the Commissioners meeting

**New Business:**

None

**Non-Public Session:**

None

**Next meeting:**

Monday, February 13, 2023 4:30 p.m.

**Adjournment:**

With nothing further, **the meeting adjourned at 4:59 p.m.**

Respectfully submitted,

Michele Corey, District Clerk