

Tilton Northfield Water District
Commissioner's Meeting
14 Academy Street, Tilton, NH 03276
Monday, February 8, 2021
Minutes

In Attendance: Commissioner Chair, Sean Chandler, Commissioner, Scott Davis, Commissioner Arthur Demass, Superintendent John Chase,

Call to Order:

Chair Chandler called the meeting to order at 4:30 p.m.

Public Comment

None

Review of Minutes:

The Commissioners reviewed November 9, 2020 meeting meetings. There was no meeting in December 2020 or January 2021 due to COVID protocol. **Commissioner Davis motioned, seconded by Commissioner Chandler to accept the November 9, 2020 minutes. All in favor. Motion carried.**

Treasurer's Report:

The Commissioners reviewed the November and December 2020 and January 2021 Treasurer's Report. **Commissioner Davis motioned to accept the Treasurer's Report, seconded by Commissioner Demass. All in favor. Motion carried.**

Superintendent's Report (John Chase):

Abatement requests:

There are 4 abatement requests that are due to incorrect meter readings.

Account 1928, 9 Cavaney Drive Request to abate \$194.75. Commissioner Davis did not feel that this qualifies under the abatement policy because it was due to an error in the meter reading. It is not a request to abate actual usage. It is a correction of an overcharge. **Commissioner Davis motioned to correct Account 1928 for the bill dated 1/1/21. The original charge was for 6100 c.f. \$315.79, but it should have been 2000 c.f. \$121.04. Credit to the account of \$194.75. Seconded by Commissioner Demass. All in favor. Motioned carried.**

Account 742, 16 Summer St, original 1/1/21 bill was for 5500 c.f. for a total charge of \$287.29. The correct usage was 900 c.f. and the bill should have been \$68.79. **A motion was made by Commissioner Chandler, due to clerical error in the meter reading, correct amount due should be \$68.79 and the account will be corrected to reflect that. Seconded by Commissioner Davis. All in favor. Motion carried.**

15 Gale Ave., the correct amount billed should have been \$40.29. **Commissioner Chandler motioned to correct the bill for 15 Gale Ave. to be \$40.29. Seconded by Commissioner Davis. All in favor. Motion carried.**

70 Summer St., the correct amount billed should have been \$18.31. **Commissioner Chandler motioned to correct the bill for 70 Summer St. to be \$18.31. Seconded by Commissioner Davis. All in favor. Motion carried.**

There was an error made with the Fire District charge. The rates for the public hydrants were changed after the rate study, but because public hydrants are actually under the Fire District contract, the Fire District was being over charged. There was a correction of \$3779.82 made to the final 2020 bill to adjust for the overcharge and the issue has been resolved going forward.

Late Fees:

Andrea Burke requested to have phone call in regard to the late fee which she feels is too high. Address is 9 Cavaney Drive, Northfield. A call was made to Ms. Burke. She advises that her payment was 1 day late and she was charged a \$30 late fee. Her family was quarantining which is why she was late. **Commissioner Davis made a motion that if the account has not previously been late, then the current late fee would be waived. Seconded by Commissioner Demass. All in favor. Motion carried.**

Mark Geremia was late paying his bill due to some deaths in his family and some medical issues. All charges but the late have been paid. **Commissioner Davis made a motion that due to the customer's circumstances, the current late fee would be waived. Seconded by Commissioner Demass. 2 votes in favor, Commissioner Chandler abstained due to a conflict. Motion carried.**

David Fontaine contacted the office and was very unpleasant with the office staff in regard to his late bill. He indicated it was mailed on time. Superintendent Chase advised they wait a week before sending out late notices to account for any mail coming in and if it was post marked before the due date, no late fee is charged. **Commissioner Chandler made a motion to not accept the request to waive the late fee. The late fee will stand. Seconded by Commissioner Davis. All in favor. Motion carried.**

Superintendent Chase noted if there is any past due amount, BMSI will not allow you to pay the late fee until the past due amount is resolved.

Tilton Police Department is almost finished. The domestic and fire service was turned on a couple of weeks ago. All of their fees have been paid.

Planet Honda construction continues. The water main for the domestic and fire services have not been installed yet as it was too late in the year to start this. The sprinkler system is currently being reviewed by Stantec.

We are unable to move forward with the installation of the radio reads at this time due to the pandemic.

There is one town road project that is moving forward that would involve the Water District, Academy Street. We need to schedule a meeting with the Town of Tilton before the project starts to discuss logistics.

The new service truck has been ordered. We don't have a date yet on when it will arrive. There was discussion about what to do with the 1-Ton. Commissioner Davis asked Superintendent Chase to come up with a list of what the needs are for the district with another vehicle, so a decision can be made.

Old Business:

The meter for the Tilton Parks Commission has not been sent out yet. Superintendent Chase has discussed it with the company. He has someone traveling to Concord tomorrow and will have them also go to drop off the meter.

New Business:

The Budget Hearing will need to be held in March. It will be on the same date as the Commissioner's meeting. The 2020 budget vs. actual was reviewed. There was some concern over the numbers for the TN Water District Commissioner's Meeting February 8, 2021

fire sprinklers. Superintendent Chase will review that information. There was discussion about moving some of the revenue to a Capital Improvement Fund in preparation for future projects. Superintendent Chase and the Commissioners will plan to have a pre-budget meeting to review and finalize the budget. March 1, 2021 at 4 p.m. will be the pre-budget meeting and the Budget Hearing will be on March 8, 2021 at 4 p.m. followed by the Commissioner's meeting.

The Annual Meeting will be held on April 13, 2021. Commissioner Davis recommended that the meeting be held at the Water District office at 14 Academy St., rather than The Pines. This will allow more control over the location.

Superintendent Chase provided a list of accounts that are many quarters past due and what has occurred to rectify these accounts. He recommends that when the Emergency Orders are lifted we will need to proceed with shut off notices and shutting water off.

The rate study was discussed in regard to the Fire District rates. In efforts to work with the Fire District and accommodate them, exceptions were previously made to their rates. Commissioner Davis feels that it is time to implement the rates from the rate study with the Fire District. Commissioner Chandler agreed that it is important to apply the rate study equally. The current 5 year agreement is expiring and a new one has not been signed. It was agreed that a letter would be sent to the Fire District with the new rates and a copy of the rate study. Superintendent Chase will draft and send the letter.

Non Public Session:

At 6:09 p.m. Commissioner Davis made a motion, seconded by Commissioner Demass to enter into a non-public session per RSA 91: A3 II, (b) personnel/employee. Roll call vote: Commissioner Chandler, yes; Commissioner Davis, yes; Commissioner Demass, yes.

Motion made by Commissioner Davis to come out of non-public session at 6:40 p.m. Seconded by Commissioner Demass. Roll call vote: Commissioner Davis, yes; Commissioner Demass, yes; Commissioner Chandler, yes.

Commissioner Demass moved, seconded by Commissioner Davis to seal the minutes as they pertain to personnel, indefinitely. Roll call vote: Commissioner Chandler, yes; Commissioner Davis, yes; Commissioner Demas, yes.

Next meeting:

Monday, March 8, 2021 4:00 p.m.

Adjournment:

With nothing further, **at 6:55 p.m. the meeting adjourned.**

Respectfully submitted,

Michele Corey, District Clerk