

Tilton Northfield Water District  
Commissioner's Meeting  
14 Academy Street, Tilton, NH 03276  
Monday, February 13, 2023  
Minutes

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

**Call to Order:**

Commissioner Chandler called the meeting to order at 4:00 p.m.

**Public Comment:**

**Rate Study and Cost of Service Study**

Dave Fox presented information regarding the Rate Study. Dave completed the study with public fire protection and without public fire protection. After recalculating all of the information it is looking like there would need to be a 4% rate increase with public fire protection versus the previous estimated rate increase of 5%. Also, if there were no increase in the charges for public fire protection, the rate increase would be 4.25%. With no public fire protection, the rate increase would be 8% versus the previous estimate of 9%. These rate increases would be for 5 years.

Dave indicated that these are the rate increases that would need to be in effect if instituted in 2023. If we decided to delay to 2024, the increase would be larger.

The Cost of Service Study information was also presented. Dave advised that he needed some additional data to complete the study. Superintendent Chase will work on obtaining the additional data.

The Commissioners discussed proceeding with a rate increase of 8% for the first quarter of 2023. There was discussion about holding a public hearing to advise the water users of this increase and provide them with the additional information. Also, we would implement this on a go forward basis.

**Treatment Plant**

Rene provided a copy of a letter from the State regarding the Manganese limit. The letter indicates the State has decided to indefinitely suspend an enforceable Manganese limit. The money that has been committed to the Water District is still available and the health risks of Manganese still exist. The Commissioners agreed that the right thing to do is to move forward with the new water treatment plant.

Primax reviewed the grant information and is recommending that there be builder's risk as part of the project. Rene advised that it is typically part of the bid and requires the contractor to carry this.

Rene went over some design details for the treatment plant.

**Review of Minutes:**

The Commissioners reviewed the January 9, 2023 minutes for the Water District. **Commissioner Chandler motioned to approve the January 9, 2023 Water District minutes. Seconded by Commissioner Demass. All in favor. Motion carried.**

**Treasurer's Report:**

The Commissioners reviewed the January, 2023 Treasurer's Report. **Commissioner Demass motioned to approve the January, 2023 Treasurer's Report. Seconded by Commissioner Chandler. All in favor. Motion carried.**

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

**Account 1126**

The commissioners reviewed a request to remove a late fee from Account 1126. This account has been late several times in the past 2 years. **Commissioner Chandler motioned to uphold the late fees for Account 1126. Seconded by Commissioner Demass. All in favor. Motion carried.**

**Budget**

Superintendent Chase reviewed the budget information with the Commissioners. Superintendent Chase recommended increasing the line item for legal fees and also for the rate study. There was discussion about stipends for the Commissioners, Clerk and Treasurer. There has been no increase in quite some time. It was decided to increase the stipend by \$1000.00 and also increase the Moderator by \$100.00.

The Superintendent and Commissioners reviewed the remaining expenses as well as revenues.

**Old Business:**

None

**New Business:**

None

**Non-Public Session:**

**Commissioner Chandler motioned to enter into a non-public session per RSA 91: A3 II, (c), Seconded by Commissioner Demass. Roll call vote: Commissioner Chandler, yes; Commissioner Demass, yes. At 6:36 p.m. the Commissioners entered in to non-public session.**

**At 7:07 the Commissioners came out of non-public session.**

**Next meeting:**

Superintendent Chase will confirm the date that the Budget Hearing needs to be held and we will hold the Commissioner's meeting on the same date.

**Adjournment:**

With nothing further, **the meeting adjourned at 7:10 p.m.**

Respectfully submitted,

Michele Corey, District Clerk