

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

Minutes

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

**Call to Order:**

Commissioner Chandler called the meeting to order at 4:08 p.m.

**Public Comment:**

**Rate Study and Cost of Service Study**

Dave Fox presented additional information regarding the Rate Study. He put together the information based on no public fire protection with a 5 year forecast. There is information regarding this in the assumptions listed in the rate study. With the 8% increase the average increase for a residential customer is approximately \$8.00/quarter for the first year. The Cost of Service Study is still in process. Superintendent Chase is still working on getting Dave some additional information.

Rene LaBranche inquired about when we wanted this information presented. The Commissioners discussed how this should be handled and it was determined that we would run this by Marcia Brown to get her opinion. Superintendent Chase will have it reviewed.

**Treatment Plant**

Rene LaBranche has been working with Superintendent Chase on the technical aspects of the design of the treatment plant.

Rene will work on the Ground Water Trust application this week to send over to NHDES.

**2021 & 2022 Tax Liens**

Commissioner Chandler reviewed the lien and letter information and had some questions. Superintendent Chase contacted Charlene Smith who explained that the differences were due to how BMSI calculates the information. The Fire District is paying their domestic bill but because of how BMSI calculates the information it gets applied to the past due amount first.

**Commissioner Chandler made a motion to submit the tax lien letters to the town of Northfield for 2021 in the amount of \$249,113.14 and to submit the tax lien letters for 2022 in 4 separate, quarterly letters for the base amount of \$52,888.44 plus interest which is calculated on each individual letter. Seconded by Commissioner Demass. All in favor. Motion carried.**

**Review of Minutes:**

The Commissioners reviewed the February 13, 2023 minutes for the Water District.  
**Commissioner Demass motioned to approve the February 13, 2023 Water District minutes. Seconded by Commissioner Chandler. All in favor. Motion carried.**

**Treasurer’s Report:**

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

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

**Account 173**

The Commissioners reviewed a late fee reduction request for Account 173. **Commissioner Demass motioned to remove the late fee for Account 173. Seconded by Commissioner Chandler. All in favor. Motion carried.**

**Bay Street Water Break**

Superintendent Chase spoke with Bob Moody from E. J. Prescott. They received the final report back from their vendor and they all agreed it was a failed weld on their product. They are covering the total cost of the repair which is \$26,849.75. E. J. Prescott will be sending the Aqueduct Company a check this week.

**Indemnification Agreement with the Town of Tilton**

Marcia Brown reviewed the changes made by the Town of Tilton’s attorney and has made some additional changes back. These need to be reviewed and sent back to the Town. There was some discussion about what section of the wall the Town would be replacing. Superintendent Chase recalled that the Town indicated they would only be replacing the Town portion of the wall and would not replace the section of the wall belonging to the Water District. Superintendent Chase recommended a follow up meeting with the Tilton Selectmen to clarify things. Commissioner Chandler advised we should wait to hear back on the changes in the agreement and then request a meeting before signing the agreement.

**Audit and Taxes**

Marcum (formally Melanson) is waiting to hear about what happens after court on the 15<sup>th</sup> before finishing up the audit and sending it to the tax people.

**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 5:30 p.m. the Commissioners entered in to non-public session.**

**At 5:50 Commissioner Chandler motioned to come out of non-public. Seconded by Commissioner Demass. Roll call vote: Commissioner Chandler, yes; Commissioner Demass, yes. At 5:51 the Commissioners came out of non-public.**

**Next meeting:**

May 8, 2023.

**Adjournment:**

With nothing further, **the meeting adjourned at 5:53 p.m.**

Respectfully submitted,

Michele Corey, District Clerk