

Tilton Northfield Water District  
Commissioner's Meeting  
14 Academy Street, Tilton, NH 03276  
Monday, April 18, 2022

Minutes

**In Attendance:** Commissioner Chair Sean Chandler, Commissioner Arthur Demass, Superintendent John Chase, District Clerk Michele Corey

**Call to Order:**

Commissioner Chandler called the meeting to order at 4:05 p.m.

**Public Comment:**

Account 718: The account holder attended the meeting and advised she went away for the winter and had not received the bill prior to leaving. She paid it immediately when she returned but by then it was already late. She has never been late before. **Commissioner Demass motioned to waive the late fee on account 718. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Account 2335: The property was purchased in November, 2021. When Doug went to read the meter recently he noticed the meter number did not match and the meter had been repaired and it is now running backwards. The homeowner sent an email and advised the meter fell off the wall and they just bolted it back on. Superintendent Chase advised the homeowner that they need a new meter package but the homeowner does not want one. They also advised they placed a request for a new meter in their front building but that has not been fulfilled. Superintendent Chase advised the Commissioners that they should have been able to get 10 more years out of this meter and based on how it looks, it appears the meter froze and the homeowner did not contact us to fix it. He suggested that we split the cost with the homeowner. **Commissioner Chandler motioned to adjust the bill on Account 2303 from \$442.13 to \$289.31. Seconded by Commissioner Demass. All in favor. Motion carried.**

Account 2303 – This property was recently purchased. They recently found a leak and have fixed it. There was a crack in the pipe and they would like to have an abatement on the last quarter since the bill was so high. They submitted this to their insurance company and provided that information as well as photos. There was discussion about what prior usage information should be used to determine any abatement amount because of when this homeowner purchased the property. **Commissioner Chandler motioned to grant an abatement on Account 2303 in the amount \$294.43 leaving a balance of 365.97. Seconded by Commissioner Demass. All in favor. Motion carried.**

**Review of Minutes:**

The Commissioners reviewed the March 14, 2022 minutes for the Water District. **Commissioner Demass motioned to approve the March 14, 2022 Water District minutes. Seconded by Commissioner Chandler. All in favor. Motion carried.**

**Treasurer's Report:**

The Auditors have requested that the Commissioners sign off on each of their journal entries. This is the first time they have done this.

The Commissioners reviewed the March, 2022 Treasurer's Report. **Commissioner Demass motioned to accept the March, 2022 Treasurer's Report, seconded by Commissioner Chandler. All in favor. Motion carried.**

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

**SCADA Upgrades-** EII was in the week of March 31<sup>st</sup> and April 4<sup>th</sup> to upgrade all the sites that paid to be upgraded to internet with radios as a backup. The upgrades went well but we are having some internet fails that EII has been informed of. They will be working on figuring out what the problem may be. With radio as a backup, things are still working for fire protection.

**Pipe Locator** – We had Mike from Utilitronics come in to do a demo on new locators and take the old one back with him to see if it can be updated. With them being so old, he wasn't sure if they can get parts for it or not. The demos he brought with him were between \$5,000 for a locator only and \$10,450 for a locator with built-in survey grade GPS, for locating and mapping with cloud-based data management. With the next round of EPA rules coming for 2024, we will have to verify all of the service mains, valves, hydrants, etc. It would make sense to go with the locator with GPS. If not, then we will have to invest in a separate unit in the future.

Superintendent Chase has discussed with Rene LaBranche at Stantec who thought we could include this in a grant that we will be applying for. The Commissioners would like to proceed with the grant option and if it does not get approved they will consider purchasing the locator with GPS.

**Meter Upgrades-**We have begun to install the new radios and meters. Stiles is coming on Wednesday to do some training in the office as well as in the field. BMSI has been working on the billing upgrade and having weekly meetings with the office staff to iron out any issues they have.

**140 Water Treatment Plant** – Stantec has had surveyors working over at the Route 140 site. They are getting ready for test borings. They will be working on finalizing the loan agreement with NHDES and filing for additional grants that may become available.

**McDonalds Water Service** – Stantec has approved all of the site plans and the hook-up fees have been paid. We are just waiting for a date to schedule the installation.

**Kidney Dialysis Center** – There is a dialysis center going in Nickerson's Industrial Park. Stantec has been working on site plan reviews. Once completed, they will need to forward funds and get Commissioners approval

**UPS Facility** – A UPS Distribution Warehouse is going in Cormier's Development on Route 140. Stantec has been working on site plan reviews and has provided his conditional approval. Stantec has provided a listing of what would be required for approval. They will need to forward funds and get the Commissioners' approval for move forward.

**Old Business:**

Winnepesaukee Drug Consortium Services advised that if we want to proceed with drug testing the Water District should have a drug testing policy. Attorney Marcia Brown reviewed the information and provided her recommendations. She felt that the policy should include what drugs they are being tested for. The policy would need to be presented to the employees, signed by them and stored in the personnel files. Commissioner Chandler recommended that it become an addendum to the current personnel manual. There was discussion regarding how frequently to perform random testing. It was determined that we would proceed with every 6

months. **Commissioner Chandler motioned to adopt the Substance Abuse and Drug Testing policy as amended by our counsel and recommended by Winnepesaukee Drug Consortium Services. Seconded by Commissioner Demass. All in favor. Motion carried.**

**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 5:42 p.m. the Commissioners entered in to non-public session.**

**Commissioner Chandler motioned to come out of the non-public session. Seconded by Commissioner Demass. Roll call vote: Commissioner Chandler, yes; Commissioner Demass, yes. At 6:12 p.m. the Commissioners came out of the non-public session.**

**Next meeting:**

Monday, May 9, 2022 4:00 p.m.

**Adjournment:**

With nothing further, **the meeting adjourned at 6:16 p.m.**

Respectfully submitted,

Michele Corey, District Clerk