

Tilton Northfield Water District
Commissioner's Meeting
14 Academy Street, Tilton, NH 03276
Monday, May 10, 2021
Minutes

In Attendance: Commissioner Chair Sean Chandler (via telephone until 6:00 p.m.), Commissioner Scott Davis, Commissioner Arthur Demass, Superintendent John Chase, Tilton Town Administrator Jeanie Forrester, Tilton Public Works Director Kevin Duval

At 5:00 p.m. Benjamin Mercuri joined the meeting.

Call to Order:

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

Public Comment

None

Review of Minutes:

The Commissioners reviewed March 8, 2021 meeting minutes. **Commissioner Davis motioned, seconded by Commissioner Demass to accept the minutes. All in favor. Motion carried.**

Treasurer's Report:

The Commissioners reviewed the March and April 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):

Hydrant flushing was completed the last week in April. There was an issue with J. Jill again with their pump running before the flushing was completed causing excess water to be used and approximately 3 hours of staff time. Commissioner Davis recommended that in the future, we have someone go to J. Jill before the flushing begins to check on things and advise them not to turn anything back on until someone from the Water District goes back there advises them it is ok to turn things on. Superintendent Chase has tried to go speak with the facilities manager but has not been successful. Commissioner Davis also recommended the Commissioners send a letter to J. Jill with what the expectations are and what will happen if this continues to be an issue. After further discussion it was decided to request the facilities manager to come to a meeting to discuss.

Superintendent Chase also indicated that we should have someone from Tilton School come to a meeting. There are some concerns with how they are doing their sprinkler testing and some issues with who has authority to do what. It would be good to get some clarity with them. Commissioner Davis would like to have our engineer present for this as well.

The new service truck has not come in yet.

There is a late letter being mailed out to the Tilton Northfield Fire District using the language suggested by our attorney. The letter will indicate June 7, 2021 as the date for their outstanding balance to be paid.

The company that the analyzers are purchased from is coming in to help out with an issue on the pH probe.

Superintendent Chase reviewed a letter sent from Rene LaBlanche, Stantec regarding the Iron Manganese standards that will be changing. DES had informed us that we will be out of compliance when the new regulations become effective. Superintendent Chase reached out to Rene at Stantec regarding this, who put together a timeline of what the Water District would need to do to potentially have this new treatment plant online by 2023. Rene reached out to DES for loan forgiveness and grant information which he outlined in the letter. Rene indicated he would like to have a meeting to discuss.

Another item from Stantec is upgrading the RTUs to internet at the remote sites. EII has given a quote. The cost to convert each site is approximately \$3,000 each. Stantec is recommending asking for \$4,000 per site to cover any additional costs. There are approximately 4 sites that have not been converted to internet. We should obtain the money up front from the customer locations and then the Water District will pay the vendors directly. It will allow for better tracking. Commissioner Davis advised that there are other costs that may be involved, so we should request \$5,000 per site and then refund any overages. We will be upfront with the customers involved and let them know we are asking for the additional money to cover unexpected costs and will refund anything not paid out.

Old Business:

We need to bring in Doug McPhail to discuss the next evaluation on the new employee. We will try to do this at the next meeting.

We need to bring Stiles Co. back in to discuss numbers for the change to the radio reads. Superintendent Chase will reach out to them to set something up.

We need to still get numbers on what the old pick-up truck is worth. Superintendent Chase will look into this.

We still need to get the parts for the backhoe resolved. Superintendent Chase is working on this.

New Business:

Academy Street Project, Tilton

The parties all went outside to review the boundaries for the Water District on Academy Street and the current wall structure.

Kevin Duval asked the Commissioners and Superintendent what their concerns would be with proceeding with the project. Commissioner Davis express that the Water District is a working yard, and the employees would need to have access to get in an out to perform work. Also, customers come in to pay bills and would need access.

Kevin Duval provided information on what his plan would be to complete the improvements on Academy Street. They will have Dig Safe come to mark everything out. They will then remove all of the asphalt for the retaining wall. Beck & Bellucci would come in and set the steel pylons to hold the road in place. Then the Town could begin excavation and pouring concrete for the footings and the wall and backfill. He is hoping that it will be a reasonably quick project. After the

backfill is completed the crew can complete the drainage. They will have to cut and excavate across the Water District driveway to connect into the drainage. When the paving is done, they will repave this area as well. The small rock wall will stay in place.

Commissioner Davis inquired about pipe bursting, considering there was a recent occurrence on Cedar Street. Administrator Forrester said that she would check into this.

Director Duval said that he will be requesting the road be one-way during the project. He also requested use of the Water District property to perform the excavation. Commissioner Davis indicated that would not be an issue as long as everyone communicates well so that it can be coordinated.

Superintendent Chase inquired about how the finished project would look. Director Duval said they could apply an attractive finish coat next year. Commissioner Davis inquired about potentially getting a quote from Beck and Bellucci to finish the small section of the rock wall at the same time. That way, it will have a complete finished wall all the way down. There was discussion about moving the guide wire for the utility pole. Administrator Forrester indicated she would reach out to her contact at Eversource.

Administrator Forrester inquired if there were any concerns about the structural integrity of the road. It has had an ultrasound in the past to examine for potential voids. They will review this information.

Late Fees:

Account 481

A request from the owner of Account 481, was reviewed. There is a late fee of \$30 on this account. The owner indicated that he closed the business at this location and because of mail forwarding, he did not receive the 4th quarter bill until after the due date. He does not have a history of being late. **Commissioner Davis motioned to waive the \$30.00 late fee on this account. Seconded by Commissioner Demass. All in favor. Motion carried.**

Account 153

There is a current balance on this account of \$737.07. Several attempts to contact the owner were made by sending notices and putting notices on the door. Contact was finally made when staff went to shut the water off and were unable to, due to the amount of things in the yard. At that time, the owner advised she wanted to make a payment arrangement. The owner cited that last year, non-payment was due to COVID. She requested to pay \$50.00 at that time and then \$50.00 per month but then she was unable to pay the first \$50.00. She did go seek assistance from various agencies and the Greater Tilton Area Resource Center called to set up a payment arrangement. They wanted to arrange to pay \$20.00/month. At that level, it would take years to pay the current balance and then there are new charges to consider. Superintendent Chase reviewed the Tariff and Section G states if a customer cannot pay their bill in full, the District can continue to serve the customer if the customer pays a reasonable portion, at least 25% of the outstanding bill, set forth a payment arrangement and continue to make payments in a timely manner and continue to pay further bills within 30 days of the bill. Superintendent Chase stated that we would need to have a loader go in there to move items in order to get to the shut off for the water. The owner is currently on disability. The Town Health Officer did ask her to move the items. Discussion was had about what steps should be taken. Commissioner Davis suggested sending a letter to the Northfield Health Officer regarding the condition of the yard and the inability to access the shut off valve. Another option is to dig the main and move the shut off to the street. **Commissioner Davis motioned that a letter be sent to the Northfield Health**

Officer from the Water District Commissioners regarding the state of the yard and the inability to access the shut off valve. Seconded by Commissioner Chandler. All in favor. Motion carried.

New Service Request:

71 Gale Ave, Northfield

Superintendent Chase advised he spoke with the applicant, Benjamin Mercuri, regarding a new home to be built. This would have ¾" service. Preliminary site work has been started but not the foundation. The main is in the middle of the road in that location. The applicant has the rate schedule to hook up to the water line along with the requirements. Superintendent Chase advised they would run the line from the main to the curb and then the applicant could tap into that. He also advised the Water District would need a 2-3 week notice for when they want to have water and that a trenching permit would be required from the Town of Northfield.

Commissioner Davis motioned to approve the new service request at 71 Gale Ave., Northfield, for a residential ¾" service. Seconded by Commissioner Demass. All in favor. Motion carried.

Potential new customer at Tanger Outlet:

Superintendent Chase received a call from a dialysis company that may be moving into Tanger Outlet and wanted to know about hooking up to water directly. Tanger Outlet is on its own well for domestic service, but this company wanted to hook up to our water. They are looking at two end units. This could not be a domestic hook up. We will have to look at how this could be done because they will just be tenants. Tanger Outlet would need to be involved.

Superintendent Chase also brought up that we need to review the rate study regarding residential connection fees. Currently the \$2,500 listed covers the connection fee but there is nothing listed for the actual install for residential customers. Commissioner Davis feels that we should be charging for the install for residential, the same way that we do commercial.

Next meeting:

Monday, June 14, 2021 4:00 p.m.

Adjournment:

With nothing further, **at 6:11 p.m. the meeting adjourned.**

Respectfully submitted,

Michele Corey, District Clerk