

Tilton Northfield Water District  
Commissioner's Meeting  
14 Academy Street, Tilton, NH 03276  
Monday, June 12, 2023

Minutes

**In Attendance:** Commissioner Chair Sean Chandler, Commissioner Arthur Demass, Superintendent John Chase, District Clerk Michele Corey, Rene LaBranche (Stantec), Susan Floyd

**Call to Order:**

Commissioner Chandler called the meeting to order at 4:01 p.m.

**Public Comment:**

**Account #639-**Susan Floyd, representing this account, attended the meeting to discuss waiver of the late fee. Susan advised that she was out of the office due to a death in her family and was not back in the office in time to mail out the payment timely. There was one other late payment in 2020. **Commissioner Chandler motioned that due to the extenuating circumstances the late fee be waived. Seconded the Commissioner Demass. All in favor. Motion carried.**

**Account #2090-**Request for late fee waiver due to submitting payment through Bill Pay. The payment was due on May 4, and it was received on May 5. There has not been a late payment since 2020. **Commissioner Chandler motioned to reject the request on Account #2090 for a waiver. Seconded by Commissioner Demass. All in favor. Motion carried.**

**Account #1857-** Request for late fee waiver due to submitting payment through Bill Pay. The request was submitted through Bill Pay at the end of April. It was received May 9. There has not been a late payment since 2020. **Commissioner Chandler motioned to reject the request on Account #1857 for a waiver. Seconded by Commissioner Demass. All in favor. Motion carried.**

**Account #1623-** Request for late fee waiver due to submitting payment through Bill Pay. Bill Pay advised the payment would be there on May 4 but was received on May 5. There has not been a late payment since 2020. **Commissioner Chandler motioned to reject the request on Account #1623 for a waiver. Seconded by Commissioner Demass. All in favor. Motion carried**

**Treatment Plant**

Rene LaBranche attended to provide some updates on the Treatment Plant. The application for the SRF Loan was submitted by June 1, 2023. It is being reviewed. Rene will provide NHDES with any additional information that is required.

Rene provided an overview of the Asset Management Grant and the tasks that need to be completed for this. Rene provided a Task Order for Superintendent Chase to sign that covers the work Stantec needs to complete. He also advised that the Water District staff needs to keep track and document their time for activities related to these tasks so they can be reimbursed.

**Review of Minutes:**

The Commissioners reviewed the May 8, 2023 minutes for the Water District. **Commissioner Chandler motioned to approve the May 8, 2023 Water District minutes. Seconded by Commissioner Demass. All in favor. Motion carried.**

**Treasurer's Report:**

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

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

Due to a call with the TNWD Attorney, Marcia Brown, the meeting was suspended. **Commissioner Chandler motioned to suspend the regular Commissioner's Meeting for an attorney-client meeting. Seconded by Commissioner Demass. All in favor. Motion carried. At 5:21 the meeting was suspended.**

**At 6:22 the regular Commissioner's meeting resumed.**

Maple and Poplar St. water main work has been completed.

There was a water main break on School St. over Memorial Day weekend.

UPS water installation is complete

Kidney Dialysis is complete, however, they do have leak that they are working on.

Tilton School pump test was completed today and has created some dirty water. This is being worked on.

EII came in and reprogramed the radios because Eversource took over our frequency.

**Old Business:**

None

**New Business:**

None

**Next meeting:**

July 10, 2023 4:00 p.m.

**Adjournment:**

With nothing further, **the meeting adjourned at 6:28 p.m.**

Respectfully submitted,

Michele Corey, District Clerk