

Tilton Northfield Water District
Commissioner's Meeting
14 Academy Street, Tilton, NH 03276
Monday, June 13, 2022

Minutes

In Attendance: Commissioner Chair Sean Chandler, Commissioner Arthur Demass, Superintendent John Chase, Rene LaBranche, Stantec, Michele Corey, District Clerk, Tim Bernier, TF Bernier

Call to Order:

Commissioner Chandler called the meeting to order at 4:03 p.m.

Public Comment:

Tim Bernier from TF Bernier, representing UPS attended the meeting. He advised they are looking to have the building completed in December. They are hoping to start shortly. He has received the invoice for the connection fees. It takes approximately a week and a half to obtain the checks. Rene LaBranche advised that we need to have a pre-construction meeting regarding just the water connection. We also need to have a list of the materials for the project. He has provided some information regarding materials to the General Contractor. Rene has provided this information in a letter to them. **Commissioner Chandler motioned to approve the water connection at the UPS site based on their application for service and the conditional approval letter from Rene LaBranche, Stantec, dated March 25, 2022 and the signature of Dean Lambert, authorized signature for UPS. Seconded by Commissioner Demass. Discussion held. Commissioner Chandler amended his motion to state approve the water connection at the UPS site based on their application for service and the conditional approval letter from Rene LaBranche, Stantec, dated March 25, 2022 and the signature of Dean Lambert, authorized signature for UPS. This approval is valid for one (1) year from signature to completion. Seconded by Commissioner Demass. All in favor. Motion Carried.**

Account 883-Requesting late fee forgiveness due to being in the hospital. No history of any late payments. **Commissioner Chandler motioned to waive the late fee for Account 883. Seconded by Commissioner Demass. All in favor. Motion carried.**

Account 893- Requesting late fee forgiveness, stating the bill was not received. This account has had 1 late payment since January 2020. **Commissioner Demass motioned to waive the late fee for Account 893. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Account 1601-Requesting late fee forgiveness, stating the bill was not received. This account has never had a late payment. **Commissioner Chandler motioned to waive the late fee for Account 1601. Seconded by Commissioner Demass. All in favor. Motion carried.**

Account 633-Requesting waiver of late fee due to post office losing the mail. This account has not had a late payment since 2019. **Commissioner Chandler motioned to waive the late fee for Account 633. Seconded by Commissioner Demass. All in favor. Motion carried.**

Review of Minutes:

The Commissioners reviewed the May 9, 2022 minutes for the Water District. **Commissioner Demass motioned to approve the May 9, 2022 Water District minutes. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Treasurer's Report:

The May Treasurer's Report was not available for review.

Superintendent's Report (John Chase):

MAHER Services – Superintendent Chase has received the quote from MAHER Services. The cost is \$17,645 to rehab the existing pump and \$19,550 to have a pump and motor on standby and 24 guarantee of service. We could even store the pump and motor on site. Commissioner Demass would like to have the new pump installed now and the rehab the exiting pump to have on stand-by. **Commissioner Chandler motioned to purchase a new pump in the amount of \$19,550 and rehab the old pump for \$17,645. The new pump is to be installed. Seconded by Commissioner Demass. All in favor. Motion carried.**

McDonalds Water Service – this has been completed

BMSI – still working on getting all of these updates completed.

Old Business:

Rene LaBranche advised he submitted an asset management grant which DES originally approved but subsequently had some modifications. Rene has worked with DES on a new scope of work. He advise the grant does come with some conditions that the Water District will need to meet. All the items within the scope need to be finished within 2 years of the grant being issued.

Rene LaBranche provided a listing of components for the new water treatment plant. He wants to use this as a starting point for discussions on the plant so that everyone is on the same page. As we continue through the design we will refine this list. There is a question about whether or not we want to have a bathroom in the building. We will have to figure out the sewer because of where we are planning to locate the building and where the leech field could be located. Rene will continue to review this and see what our options are. Rene also asked Superintendent Chase to start thinking about a backwash tank. DES wants us to have this but Rene does not agree because the cost for the backwash tank is very expensive compared to how much backwash water actually gets recycled. He is still reviewing this.

Personnel Policies-Superintendent Chase provided copies of the Personnel Policies. These have been updated over time. It used to be one package but now there are supplements to the policies. For example the vacation policy needs to be updated as was discussed in the prior meeting. Superintendent Chase provided some suggestions which the Commissioners agreed with. Superintendent Chase also provided some suggestions regarding health insurance and the 2 year requirement in order to have family coverage. Commissioner Chandler agreed that this needed to be updated and requested Superintendent Chase bring some additional information on policy updates to the next meeting.

Superintendent Chase provided an updated listing of the federal holidays. There have been some days added to this list. The Commissioners reviewed the federal holiday list.

Commissioner Chandler motioned to follow the updated federal holiday list. Commissioner Demass seconded the motion. All in favor. Motion carried.

Superintendent Chase double checked in the requirements to pay overtime in the on call policy. We are currently following the policy correctly. As long as the individual does not have to actually go out, we just need to pay them for the time it takes them. We have been paying a half-hour to answer phone calls. If they have to actually go out, it is a 2 hour minimum. We need to add something more specific to the On Call Policy regarding this. The Commissioners agreed this should be added.

New Business:

None

Next meeting:

Monday, July 11, 2022 4:00 p.m.

Adjournment:

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

Respectfully submitted,

Michele Corey, District Clerk