

Tilton Northfield Water District
Commissioner's Meeting
14 Academy Street, Tilton, NH 03276
Monday, July 10, 2023
Minutes

In Attendance: Commissioner Chair Sean Chandler, Commissioner Arthur Demass, Superintendent John Chase, District Clerk Michele Corey, Rene LaBranche (Stantec), Charlene Smith, Adam Miller (S&B Builder), Rick Skarinka (NHDES) via telephone

Call to Order:

Commissioner Chandler called the meeting to order at 4:02 p.m.

Public Comment:

75 Winter Street, Tilton

Adam Miller representing S&B Builders is in attendance with the application for a new residential tie-in at 75 Winter Street, Tilton. All of the application information is in order along with a check for the fee. He would like to tie into sewer at the same time as well, so he is working to schedule that. Superintendent Chase indicated that everything was all set with this, and he should be contacted when they have a scheduled date so that TNWD can be scheduled to be on site. **Commissioner Chandler motioned to approve the residential service at 75 Winter Street, Tilton. Seconded by Commissioner Demass. All in favor. Motion carried.**

Treatment Plant

Rick Skarinka from NHDES called into the meeting to discuss the new water treatment plant.

Rene LaBranche provided a disbursement request for services to date along with all of the back-up information for Superintendent Chase to sign. It is in the amount of \$302,095.70. This will then be sent to Rick Skarinka for processing. If there are any questions, Rick will follow up with Rene.

Rene advised that Superintendent Chase and the Stantec design team visited a couple of other new treatment plants to see review the design and set up. They developed a list of items they liked and those they did not feel would work for our district.

Rene inquired from Rick about cyber security inspections that are being done. Rick advised that DES is not doing this. It is being done at the federal level from CISA. The water utility can request an appointment for them to come out and do an assessment. Then the water district can apply for grants related to this. Charlene Smith advised that we have requested an appointment already and are just waiting to hear back.

Rene advised we are at the end of preliminary design and supplied a Notice to Proceed for final design to the Commissioners.

Rene inquired about supplemental funding from DES. Rick advised that DES is currently working through ranking each application. He advised that they have not determined how their money will be allocated yet. The draft priority list will be coming out July/August so we will have an idea of where we are then. Also, we have to think about the timing because this project should go out to bid this winter and start in the spring of 2024. The Water District will likely need

to hold a special meeting in October/November regarding any additional funds that may be available. Rick also advised that this will not replace the existing loans but would likely help with any gaps in funding.

Rick advised that the Water District should be pursuing the Asset Management Grant. Rene indicated that we are working through this and have put together a project plan for this based on the information that DES has provided. Rick stated there is a new Program Manager at DES for this program, Katie Curtis. He would like to have Katie more involved in the meetings and discussion regarding this Grant and Rene agreed that he would make sure that she was included going forward. Rene will send Rick a memo on the last meeting with TNWD regarding this to bring him up to speed.

Rick advised that he would like to check in every month going forward. He does not necessarily need to be at a Commissioner's meeting but would at least like to connect with the Superintendent and Consultant on a monthly basis.

Charlene Smith and Superintendent Chase reviewed the disbursement request from Stantec and had some questions on the billing. They questioned why some hourly rates were billed out differently for the same individual. Rene advised that there were some end of year and mid-year adjustments to rates that account for this.

Credit Card Processing

Charlene Smith presented some information regarding a new credit card processing program from Bank of NH, Elavon. They can now process all credit/debit cards. Because the service charge for American Express and Discover are so high there was discussion about limiting this to Visa or Mastercard. Elavon will assist with setting up a link on the TNWD website to the payment site. There is a terminal that we could install inside the lobby so that payments could be made there without staff handling credit cards. The connection fee of \$150 will be waived. **Commissioner Chandler motioned to accept the proposal from Elavon through Bank of NH for credit and debit card payment processing. Seconded by Commissioner Demass. All in favor. Motion carried.**

Review of Minutes:

The Commissioners reviewed the June 12, 2023 minutes for the Water District. **Commissioner Demass motioned to approve the June 12, 2023 Water District minutes. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Treasurer's Report:

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

Superintendent's Report (John Chase):

Backhoe - Superintendent Chase received a price for some repairs that need to be made. It is \$2,000 to repair 2 lines. The lines are in a difficult location. There may be some other lines that require repair as well, but they won't know until they begin service. The Commissioners felt that if there were additional repairs that were discovered we should just proceed with them.

Commissioner Demass motioned to have the backhoe repaired. Seconded by Commissioner Chandler. All in favor. Motion carried.

Josselin Lane – There was a tree that fell on a fire hydrant on Josselin Lane which was cleared.

Vacation-Superintendent Chase advised that he will be on vacation 7/16-7/23/23. Doug will not be available 7/22-7/23 so Superintendent Chase contacted Jack Decormier to see if he would be willing to take call those days and he agreed.

Dirty Water-still chasing dirty water after the Tilton School Pump test.

Court Date-There is a structuring conference on 7/25/23.

Water Main-Morrison Ave.-we are waiting on Ken Partridge to schedule. Cedar, Poplar, Chestnut, Daniel, Prospect, West and High Street Ext. have now been moved to 2024 because the Town of Tilton has pushed them to 2024.

Old Business:

None

New Business:

None

Next meeting:

August 14, 2023 4:00 p.m.

Adjournment:

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

Respectfully submitted,

Michele Corey, District Clerk