

Tilton Northfield Water District  
Commissioner's Meeting  
14 Academy Street, Tilton, NH 03276  
Monday, August 8, 2022  
Minutes

**In Attendance:** Commissioner Arthur Demass, Superintendent John Chase, Quinten Ames, Charlene Smith. Rene LaBranche, Stantec

Via telephone: Commissioner Chair Sean Chandler

**Call to Order:**

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

**Public Comment:**

**Account 2149:** Quinten Ames attended meeting to discuss an abatement request. The current bill is \$357.13. The highest consumption of the last 6 quarters is \$244.40. This does not quite qualify for an abatement under the policy. His tenant did not inform him of the toilet leak causing the extra water usage. Once he received the call from TNWD, he found the issue and corrected it. Superintendent Chase advised if the Commissioners agreed to abate, it would be \$56.37.

**Commissioner Chandler motioned to accept the abatement request in the amount of \$56.37. Seconded by Commissioner Demass. All in favor. Motion carried.**

Charlene Smith reported that Melanson is asking how we want to handle the amount for the fire district for the taxes. They would like to know if TNWD would like to write off the amount of \$196,000.00. If we do not write it off, \$7,323.00 is owed to the IRS. If it is written off as bad debt, then nothing is owed to the IRS. Superintendent Chase was concerned about how the taxes would be affected if this is eventually paid. It would show a large increase to revenue at that time. If we did not write it off and the fire district paid a lower amount at another time they could write off the difference. **Commissioner Chandler motioned to not write off the loss and pay the \$7,323.00 to the IRS now. Seconded by Commissioner Demass. All in favor. Motion carried.**

Rene LaBranche discussed the rate study information that was received. The rate study itself is rather costly. The issue with the fire department is adding a lot of cost to the rate study. This is because they have to provide 2 different scenarios, one for getting paid for fire protection services and one for not getting paid. Total cost for the rate study is \$63,587.00. Approximately \$35,000.00 is for the fire protection portion. The CIP cost is \$12,255.00 for a total cost of \$75,842.00. In the asset management grant there is \$28,942.00 for the rate study and the CIP. After the grant, the cost to TNWD will be \$46,900.00. Superintendent Chase inquired if we should proceed. **Commissioner Demass motioned to move forward with the CIP and rate study for \$75,842.00. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Rene then went through the breakdown for the Asset Management Grant information.

Rene went over the marked up plans for the new water treatment plant. Superintendent Chase was concerned about the large pines that were going to be near the building. Rene has moved the building 75 ft. south. They are also changing the configuration of some of the piping.

Rene advised we are now into the next phase of the project, which includes the preliminary design and engineering. Rene noted they are looking at bringing natural gas into the site for heating. They are looking to be able to move to the final design process and engineering process by mid-October and be ready to send the project out to bid by January. Rene is putting all of the information into a contract with DES. The cost of preliminary design and engineering is \$318,747.22. There is already an authorization in place from the Commissioners for \$50,000.00. Rene needs authorization for \$268,747.22 to proceed with this phase. **Commissioner Demass motioned to move forward with the Notice to Proceed in the amount of \$268,747.22. Seconded by Commissioner Chandler. As part of the discussion, Commissioner Chandler asked Rene to confirm what is included in this amount. This includes preliminary design and engineering and the report, as well as development of the 30% plans that need to be sent to the State. These are to be completed by mid-October, 2022. Commissioner Chandler called for the vote. All in favor. Motion Carried.**

Superintendent Chase stated that on July 13, 2022, J. Jill did their weekly pump churn. When they do this, they are supposed to turn off their communications so that SCADA does not call to turn on both wells. On this day, they forgot to shut off the communications. This caused both wells to be turned on, pump thousands of gallons of water and stir up the system. We had to have staff out all night trying to correct the issue. A bill was sent to J. Jill for \$5,355.00. Superintendent Chase received an email from J. Jill's Facilities Director stating they understand the switch needs to be manually shut off each week. He indicated he could not guarantee this issue would not occur again since it is subject to human error. He proposed a "mistake proof" design that will eliminate the manual process and would like to know if TNWD would be interested in this option. He does request that if TNWD is interested, the invoice of \$5,355.00 be dropped in return for J. Jill designing and implementing this solution. Superintendent Chase asked for Rene LaBranche's opinion on this. Rene felt that J. Jill would have to design something within their fire suppression system and then we would also need something in the TNWD system. He thought something could be developed in the future but it does not negate what has already occurred. Superintendent Chase asked the Commissioners what they wanted to do about the bill that was issued to them. Commissioner Chandler advised that those charges are there for a reason and TNWD did incur costs for this so he felt the bill should stand and J. Jill could come to TNWD to dispute it or request an abatement. Commissioner Demass agreed.

#### **Review of Minutes:**

The Commissioners reviewed the July 11, 2022 minutes for the Water District. **Commissioner Demass motioned to approve the July 11, 2022 Water District minutes. Seconded by Commissioner Chandler. All in favor. Motion carried.**

#### **Treasurer's Report:**

The Commissioners reviewed the July, 2022 Treasurer's Report. **Commissioner Demass motioned to approve the July, 2022 Treasurer's Report. Seconded by Commissioner Chandler. All in favor. Motion carried.**

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

Staffing-Superintendent Chase is still working on interviewing. He will have Doug participate in the next interview.

Well 1 Rehab – Rehab has been completed. They performed a bacteria sample which came back positive. Bleach was added on Friday and mixed up to sit over the weekend. Another sample was taken today which was ok. They are going to do this process one more time before turning the well back on. Superintendent Chase thought the initial positive sample may have

been due to error when obtaining the sample. If the water sample touches your hand or anything before going into the container, it can give a positive result. It did not come back positive for E.coli, just bacteria. They will run it through another cycle to be sure.

Bay Street – repair has been completed. There was a manufacturer defect in the tapping sleeve. All of the costs are being gathered for submission to have the manufacturer pay for the repair.

Fire Department Meters – These have been installed and upgraded to the new meters.

**Old Business:**

None

**New Business:**

None

**Next meeting:**

Monday, September 12, 2022 4:00 p.m.

**Adjournment:**

With nothing further, **the meeting adjourned at 6:06 p.m.**

Respectfully submitted,

Michele Corey, District Clerk