

Tilton Northfield Water District
Commissioner's Meeting
14 Academy Street, Tilton, NH 03276
Monday, August 9, 2021
Minutes

In Attendance: Commissioner Chair Sean Chandler, Commissioner Arthur Demass, Glen Brown, Superintendent John Chase, Tilton Public Works Director Kevin Duval, Rene LaBlanche, Stantec

Call to Order:

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

Public Comment:

None

Review of Minutes:

The Commissioners reviewed the July 12, 2021. **Commissioner Chandler requested to correct the name of the sewer companies. It should read Northfield Sewer District and Tilton Sewer Commission. Also, he would like the minutes clarified in the second paragraph of the Superintendent Report regarding the rates between the Tilton Sewer Commissioner and the Northfield Sewer District. Commissioner Chandler motioned to approve the July 12, 2021 minutes with the noted changes. Seconded by Commissioner Demass. All in favor. Motion carries.**

Treasurer's Report:

The Commissioners reviewed the July, 2021 Treasurer's Report. **Commissioner Chandler motioned to accept the Treasurer's Report, seconded by Commissioner Demass. All in favor. Motion carried.**

Superintendent's Report (John Chase):

Account 3 – Water meter was replaced because water was coming out of it. When they went to look at it, they found the bottom of the meter was broken. The homeowner would like to have a reduction in his bill because of the leaking water. Following the abatement policy, the original bill was \$358.06. The abatement amount would be \$133.10 leaving a balance of \$224.96. **Commissioner Chandler motioned to approve the abatement on Account 3 in the amount of \$133.10 leaving a balance of \$224.96. Seconded by Commissioner Demass. All in favor. Motion carried.**

CCR Report – This was mailed out along with the bills for July 1.

P.F.O.S – We have had 3 consecutive quarters of P.F.O.S. results. We have applied to DES to discontinue this testing based on the negative results.

SCADA upgrade – Still waiting on money from Lowes and Home Depot. We have received payment from everyone else to complete the upgrades. Lowes requested the information again which was sent. We have not heard from Home Depot.

Old Business:

Academy Street Construction:

Tilton Public Works Director Kevin Duval came to provide an update on the construction work to be performed on Academy Street that involves the retaining wall above the parking lot of the Tilton Northfield Water District. Director Duval advised that initially the plan was for a poured in place wall, however, this proved to be cost prohibitive. He has found a block wall that is being used in other states on the East Coast that will be more cost effective. This will have a chiseled granite look. With this wall system he can also set it up so that the entire wall is on town property, and not on the Water District property. This will also allow the Water District to gain a little bit of usable property where the old wall is removed. They are still working on the telephone pole relocation. They are waiting to hear back from Eversource on this. They may need to have access to the Water District property to perform some of the work but will not impede the operation of the Water District. Academy Street will be one-way for the duration of the project. Director Duval inquired if there was a preference from the Water District which direction the traffic flowed. Superintendent Chase mentioned that he may want to discuss this with the residents on Academy Street. Director Duval also indicated that there are a lot of unknowns with this project. He does not know what he will find when he starts to remove the wall. Superintendent Chase asked to go out and review the site so that he could see how the wall the town is replacing will tie into the small wall on the Water District property. Superintendent Chase and Director Duval discussed what may need to be moved for services coming into the Water District property. There was discussion about how to handle temporary water to the properties in the area. They discussed stepping the wall down to allow for a wider entrance to the Water District property. Superintendent Chase asked for the Town to list Tilton Northfield Water District as additionally insured on their insurance policy since they will be working on the Water District property. Director Duval is looking to start delivering materials on 8/18/21 and then start the project the following Monday.

Water Treatment Plant:

Rene LaBlanche from Stantec was in attendance. He provided an update on the DES pre-application request for the new water treatment plant. DES provided a listing of all of the pre-application requests they have currently received and the Tilton Northfield Water District Water Treatment Plant project is currently listed at number 7 on the priority listing. Next there will be a public hearing regarding the projects on the DES listing. We will have wait to find out to see if we are approved for funding. The next step for the Water District will be to perform a Treatability Study and then evaluate what permit requirements would be needed. The cost of the Treatability Study is approximately \$35,000. Rene inquired if the Water District wanted to proceed with this. **Commissioner Chandler made a motion to authorize an expenditure of \$35,000 for a Treatability Study based on the recommendation of Rene LaBlanche, Stantec. Seconded by Commissioner Demass. After discussion it was determined that the actual amount for the study is \$35,352.52. Commissioner Chandler amended his motion to authorize an expenditure of \$35,352.52 for a Treatability Study. Seconded by Commissioner Demass. All in favor. Motion carried.**

Tilton Sewer Commission:

Superintendent Chase presented some information regarding the final agreement with the Tilton Sewer Commission. This included the administrative fee for sending out the bills. He explained that it is not as simple as just providing the Commission with the meter readings. Multiple

reports need to be prepared in order to separate out the towns. Also, we have to account for properties that are sold, final meter readings, dates changing, etc. There is a lot more involved in it than just providing them with the meter readings. Both of these items could be removed before sending the agreement to the Tilton Sewer Commission. These items were not included in the original proposal to them. Commissioner Chandler felt that we should stick with what was motioned and approved for the proposal in our previous meeting. Commissioner Demass agreed we should stay with what was approved and look at adding these administrative fees in for the next agreement. Superintendent Chase inquired about bill for the Pine Street repairs. He has not heard anything back from the Tilton Sewer Commission regarding this. The Commissioners have not heard from them regarding this. This information is included in the agreement that is being sent over. **Commissioner Chandler motioned to submit the agreement to the Tilton Sewer Commission with the minor changes of removing the administrative fees, as discussed, in the amount of \$416/quarter for the readings and payment of all outstanding invoices. Seconded by Commissioner Demass. All in favor. Motion carried.**

New Business:

Commissioner Chandler read a letter from Commissioner Scott Davis dated August 4, 2021, resigning his position of Commissioner of the Tilton Northfield Water District, effective August 4, 2021. **Commissioner Demass motioned to accept Commissioner Davis' resignation. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Commissioner Chandler advised that Glen Brown has agreed to be appointed to Commissioner to fill in for the balance of Commissioner Davis' term, which is set to expire April, 2022.

Commissioner Chandler motioned to appoint Glen Brown as Interim Acting Commissioner for the remaining term, expiring in April, 2022. Seconded by Commissioner Demass. All in favor. Motion carries.

Superintendent Chase inquired if Glen Brown would need to resign as Treasurer. Commissioner Chandler will check the statute for this. Commissioner Chandler asked Glen if he could only do one, which he would prefer to do. He would like to think about this. If he can't perform both duties, he would likely want to fill in as Interim Commissioner since there needs to be three Commissioners. **Commissioner Chandler motioned to suspend the interim appointment of Glen Brown as Acting Commissioner until such time as we receive a legal opinion regarding him serving as both an Acting Commissioner and Treasurer. Seconded by Commissioner Demass. All in favor. Motion carries.**

Treasurer Glen Brown presented information regarding the CD that is currently with Franklin Savings Bank. This CD is going to mature and he needs to know what the Commissioners would like to do with the funds. . The rate on a new CD is .20% at Franklin Savings Bank for 13 months. Bank of NH can offer .75% on the account that we currently have and interest is compounded daily. Glen would recommend adding this money to this account. Superintendent Chase inquired if the money in the Bank of NH account was for the Tank Account that was established. This was supposed to be a restricted account and kept separate. Glen will double check on this and provide an update so that a decision can be made on where to move the money from the CD.

Next meeting:

Monday, September 13, 2021 4:00 p.m.

Adjournment:

With nothing further, **the meeting adjourned.**

Respectfully submitted,

Michele Corey, District Clerk