

Tilton Northfield Water District  
Commissioner's Meeting  
14 Academy Street, Tilton, NH 03276  
Monday, September 11, 2023  
Minutes

**In Attendance:** Commissioner Chair Sean Chandler, Commissioner Arthur Demass, Superintendent John Chase, Charlene Smith

**Call to Order:**

Commissioner Chandler called the meeting to order at 4:12 p.m.

**Public Comment:**

**Account 277** – Information was provided to the Commissioners and the account was reviewed for the late fee. **Commissioner Demass motioned to waive the late fee on Account 277. Seconded by Commissioner Chandler. All in favor. Motion carried.**

**Account 760** - Information was provided to the Commissioners and the account was reviewed for the late fee. **Commissioner Demass motioned to waive the late fee on Account 760. Seconded by Commissioner Chandler. All in favor. Motion carried.**

**Account 786** - Information was provided to the Commissioners and the account was reviewed for the late fee. **Commissioner Demass motioned to waive the late fee on Account 786. Seconded by Commissioner Chandler. Discussion: Commissioner Chandler noted that normally he would abstain from the vote on this motion as this is one of his clients, however, the motion is consistent with the other approvals that have been given. No further discussion. All in favor. Motion carried.**

**Employee Handbook** – There was discussion about the boot allowance which was added to the handbook. It was agreed that it should be up to \$250 for employees working in the field.

Charlene indicated the Family Medical Leave Act was not included because it is a policy that needs to be purchased through MetLife. The Commissioners discussed that they would like more information on the cost of the premium as they would like to cover this.

Vacation time and roll over time was discussed. The Commissioners asked for the language to be clarified to indicate employees can roll over two weeks and the Aqueduct will buy back up to an additional week.

The Safety section refers to Safety Rules and Commissioner Chandler inquired if we had a list of Safety Rules. Superintendent Chase advised they don't have anything formal written up for the Aqueduct, they follow OSHA standard. Charlene will update the Handbook with this information.

**Review of Minutes:**

The Commissioners reviewed the August 7, 2023 minutes for the Water District. **Commissioner Demass motioned to approve the August 7, 2023 Water District minutes. Seconded by Commissioner Chandler. All in favor. Motion carried.**

**Treasurer's Report:**

It was noted that the Treasurer's Report has not been signed by the Treasurer yet as he is away. All of the figures balance. The Commissioners reviewed the August, 2023 Treasurer's Report. **Commissioner Demass motioned to approve the August, 2023 Treasurer's Report, subject to the approval of the Treasurer. Seconded by Commissioner Chandler. All in favor. Motion carried.**

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

**Water Treatment Plant** - Superintendent Chase provided a memo from Rene LaBranche, Stantec, regarding the water treatment plant and the meeting with the Ground Water Trust. There needs to be a special district meeting for the second week of November. Our Attorney needs to petition the court for this right away and also write the article for the meeting. The Ground Water Trust is tentatively meeting October 10<sup>th</sup>. Commissioner Chandler advised he is available all that week but the following week would be difficult. He could attend on October 16<sup>th</sup>. They would like at least one, if not both, Commissioners to attend.

**Tank Cleaning** – This is tentatively scheduled for this week. Cost for both sides is \$23,424. **Commissioner Demass motioned to spend \$23,424 for the cleaning of the tanks. Seconded by Commissioner Chandler. All in favor. Motion carried.**

**Morrison Ave.** – Ken Partridge started Morrison Ave. on August 21<sup>st</sup>. Water hook up is beginning today. He submitted a bill on Friday which needs to be paid out the District.

**Sanitary Survey** – This was completed August 24<sup>th</sup> with DES. They were pleased with how things were kept. They have provided some recommendations. Also, there is an agreement with the City of Franklin to hook up to them for emergency services. That agreement runs out next year and it should be resigned.

**Cyber Security Survey** – This is scheduled for November 7<sup>th</sup>.

**Hydrant Flushing** – This is scheduled to begin the week of October 10<sup>th</sup>.

**Old Business:**

None

**New Business:**

Superintendent Chase advised they were reviewing the Bank of NH loan we currently have. He advised we are currently paying an extra \$4,000 on this loan each month. He is wondering if we should increase the extra amount we are paying to \$8,000 to lower the balance we will have to refinance in 3 years. **Commissioner Chandler motioned to increase our loan payment from \$36,559.09 to \$40,000.00. Seconded by Commissioner Demass. All in favor. Motion carried.**

**Next meeting:**

October 16, 2023 4:00 p.m. tentative pending the date of the Ground Water Trust meeting

**Adjournment:**

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

Respectfully submitted,

Michele Corey, District Clerk