

Tilton Northfield Water District
Commissioner's Meeting
14 Academy Street, Tilton, NH 03276
Monday, September 12, 2022
Minutes

In Attendance: Commissioner Chair Sean Chandler, Commissioner Arthur Demass, Superintendent John Chase, Charlene Smith, District Clerk Michele Corey

Call to Order:

Commissioner Chandler called the meeting to order at 4:09 p.m.

Public Comment:

Account 1136: Submitter requests late fee forgiveness for her mother who has Alzheimer's. Her mother wrote out the payment on 8/5 and it was post marked on 8/8. The account has no other late payments since 2019. **Commission Demass motioned to waive the late fee on Account 1136. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Account 499: Submitter requests late fee forgiveness for the bank mailing the payment late. It was requested by the account holder on 8/1/22 but not received until 8/15/22. This account has had 2 late payments since 2019. **Commissioner Chandler motioned to deny the waiver of the late payment. Seconded by Commissioner Demass. All in favor. Motion carried.**

Account 913 & 915: Requesting late fee forgiveness due to vendor code error in their system. They mistakenly sent the water district payment to the wrong vendor. They have not had previous late payments. **Commission Demass motioned to waive the late fee on Accounts 913 & 915. Seconded by Commissioner Chandler. All in favor. Motion carried**

Taxes: Taxes are ready to go. Charlene brought the information for the Commissioners to review. We owe \$7171.00 in federal taxes. We owe \$446.00 for 2022 to the State of NH. We also owe \$26,070 for our first installment for 2023 and \$8,690.00 for our 4th quarter installment.

Human Resources Laws: Charlene attended a HR seminar. Based on the information she learned, there are some updates that we need to make to our application. Charlene and Kelly have begun organizing the employee files. Terminations should be handled consistently and documented. Charlene advised that the Personal Policies need to be updated. She provided the Commissioners with some sections that need to be reviewed.

Review of Minutes:

The Commissioners reviewed the July 25, 2022 and August 8, 2022 minutes for the Water District. **Commissioner Demass motioned to approve the July 25, 2022 and August 8, 2022 Water District minutes. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Treasurer's Report:

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

Superintendent's Report (John Chase):

Well 1 Rehab

Second round of bacteria sample came back negative. Well 1 has been turned back on and everything is running very well. This rehab has brought the well back to the best it has pumped since the initial start-up. It is now pumping 750gpm.

UPS Water Service

1. Construction submittals all reviewed
 - a. TNWD questioned the Mueller brass fittings labeled as "low lead". Upon review of Mueller's website, it was confirmed that their brass fittings are the same as "lead free". Manufacturing only allows any brass fitting to remove all lead to 0.25-0.1% so for full disclosure, they are using the term "low lead".
 - b. TNWD questioned the retainer gland and saddle manufacturer. The website was reviewed for both components. The manufacturer's materials appear equal to the TNWD standards and meet DIPRA and AWA standards.
2. Construction schedule – TBD – Stantec has requested a schedule by email twice and has left a voice mail with no response to date.

Dialysis Facility – Tilton Business Park

Stantec has reached out to TF Moran. TF Moran is waiting for a response from their client regarding the anticipated start of construction.

2022 Rate Study and CIP

Raftelis is under contract with Stantec to perform the rate study and fire service fee analysis. Stantec and Raftelis will be requesting a date to meet with the TNWD staff and the Commissioners during the week of September 26, 2022 for a working session.

NH DES Asset Management Grant

Stantec has submitted a detailed scope and cost summary for the grant per the NH DES grant administrator's requirements. The information has been updated based on additional changes requested by NH DES.

Iron and Manganese Removal Water Treatment Facility

1. Soil borings completed
2. Stantec reconfigured the site plan
3. Geotech report completed
4. NH DES requested supplemental information for the environmental assessment including more detailed affected area calculations and impervious areas along with additional photos of the proposed water treatment facility building location and backwash lagoon locations.
5. Stantec submitted additional information requested by NH DES for the environmental assessment.
6. NH DES requested an archeological survey of the site. Stantec hired Monadnock Archeological LLC to perform a Phase 1A survey.
7. Archeological Phase 1A – Completed and submitted to NH DES and DHR.
8. Stantec is progressing with NH DES Drinking Water Ground Water Trust Grant application due by October 12, 2022.
9. Design is ongoing.

10. NH DES format contract being finalized this week for NH DES review and approval.

Old Business:

None

New Business:

Superintendent Chase mentioned that we should look at adding mini-splits for heating and air conditioning. The Commissioners agreed and asked him to get some pricing.

District Clerk Michele Corey requested that we start thinking about the Warrant Articles for next year. This will allow us time to review and revise anything in a timely manner. The Commissioners agreed.

Non-Public Session:

Commissioner Chandler motioned to enter into a non-public session per RSA 91: A3 II, (c), Seconded by Commissioner Demass. Roll call vote: Commissioner Chandler, yes; Commissioner Demass, yes. At 5:30 p.m. the Commissioners entered in to non-public session.

Commissioner Chandler motioned to come out of the non-public session. Seconded by Commissioner Demass. Roll call vote: Commissioner Chandler, yes; Commissioner Demass, yes. At 5:36 p.m. the Commissioners came out of the non-public session.

Next meeting:

Monday, October 17, 2022 4:00 p.m.

Adjournment:

With nothing further, **the meeting adjourned at 5:40 p.m.**

Respectfully submitted,

Michele Corey, District Clerk