

Tilton Northfield Water District  
Commissioner's Meeting  
14 Academy Street, Tilton, NH 03276  
Monday, September 13, 2021  
Minutes

**In Attendance:** Commissioner Chair Sean Chandler, Commissioner Arthur Demass, Glen Brown, Superintendent John Chase, District Clerk Michele Corey, Dan Allen, Bohler Engineering, Chuck Dickerson, Napoli Group

**Call to Order:**

Commissioner Chandler called the meeting to order at 4:13 p.m.

**Public Comment:**

Tilton McDonald's:

Superintendent Chase advised Tilton McDonald's is looking to set up residential service at their location for drinking water. They would like to keep their existing well for lawn irrigation. Chuck Dickerson advised they have been testing the well with no issues but it would be easier to be on town water to supplement things. He advised they typically water the lawns daily during the summer. Superintendent Chase inquired if they knew how much water was currently being used. This is something that Dan Bohler will have to check on. This will be important to know so that we put in the correct size line. Rene LaBranche, Stantec, has reviewed this request and has approved it based on the completion of several items (per letter to Superintendent Chase dated September 13, 2021). One of these items would be decommissioning the well. There was also a request for a deduct meter. Superintendent Chase advised this would need to go through Tilton Sewer Commission and if approved, the business would be responsible for purchasing the second meter. **Commissioner Demass motioned to proceed with connecting Tilton McDonald's to the Tilton Northfield Water District pending the completion of the list of items in the September 13, 2021 Stantec letter. Seconded by Commissioner Chandler. All in favor. Motion Carried.**

**New Business 4:30 p.m.:**

Commissioner Chandler read a letter from Glen Brown dated September 13, 2021 resigning his position as Treasurer. **Commissioner Demas motioned to accept Glen Brown's resignation. Seconded by Commissioner Chandler. All in favor. Motion carried.**

**Commissioner Demass motioned to appoint Glen Brown as Interim Commissioner. Seconded by Commissioner Chandler. All in favor. Motion carried.**

District Clerk Michele Corey then swore in Glen Brown as Interim Commissioner.

**Review of Minutes:**

The Commissioners reviewed the August 9, 2021 minutes. **Commissioner Demass motioned to approve the August 9, 2021 minutes. Seconded by Commissioner Brown. Prior to the vote there was discussion regarding Tilton Sewer Commission and whether or not they have paid their past due bill. Superintendent Chase reported that it has been paid as well**

as the July quarterly bill and they have been supplied with their report for bills. The Academy Street project is currently on hold. Superintendent Chase will be meeting next week with Stantec on the water treatment plant. With no further discussion, Commissioner Chandler called for a vote regarding approval of the August 9, 2021 minutes. All in favor. Motion carried.

**Treasurer's Report:**

The Commissioners reviewed the August, 2021 Treasurer's Report. **Commissioner Demass motioned to accept the Treasurer's Report, seconded by Commissioner Chandler. Commissioner Brown abstained from the vote as he prepared the report. All in favor (Commissioner Demass and Commissioner Chandler). Motion carried.**

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

F-250:

The service truck is currently at Irwin's Automotive with a blown engine. In order to get the engine repaired it will cost approximately \$10,600. If it is repaired Irwin's would give us a trade-in value of \$15,000 towards the Ford Transit that we have on order. We still don't have a date on when the Transit will be ready. Doug and Jack are currently using the Superintendent's truck in place of the service truck. This has been a challenge because they cannot bring all of the tools with them to a job. Discussion regarding what to do with the F-250. Commissioner Demass felt that it did not make sense to put the money into the F-250 to get a few thousand dollars back. He feels that we should look for a new F-250 with a V-Plow. Superintendent Chase inquired if we might be able to buy a new F-250 and put the service body from the existing F-250 on it. This would give us 2 service vehicles when the Ford Transit comes in. The Commissioners asked Superintendent Chase to start looking around to see what he could find for new trucks. **Commissioner Demass motioned to authorized Superintendent Chase to purchase a new pickup with a plow not to exceed \$70,000. Seconded by Commissioner Brown. All in favor. Motion carried.**

UPS Site:

Rene LaBranche, Stantec, called to let us know that he has received the check from UPS to start the plan review process.

PFAS Testing:

We have been granted a waiver from DES on PFAS testing. We do not have to test again until 2023.

SCADA Upgrade:

All monies have been received with the exception of Home Depot. We will send them a reminder. We are going to proceed with making the updates to the other businesses that have already paid.

Drinking Water Funding:

We received the finalized list from DES regarding the water financing applications. We were still #7, however, #6 has declined funding so that moved us up to #6.

TNWD Management Fees:

We have received the draft financials from the auditors. We need to process a journal entry for the Management Fees indicated in the budget for 2020, because we have not written a check yet to cover this. This is how the Management Fees have been brought into the District for the past few years. We need an approval to cut a check for \$20,518 to cover the 2020 Management Fees. This will bring the bank balance in the Water District back to where it needs to be in order to cover the \$209,000 indicated in the Warrant Article for the new meters. We will process the 2021 Management Fee check in December so that we don't run into this problem again.

**Commissioner Chandler motioned to approve a check for \$20,518 to remove it from the books rather than via a journal entry. Seconded by Commissioner Demass. All in favor. Motion carried.**

BMSI:

We have been working with BMSI on the upgraded version, which is internet based. We have already paid \$2,313.25 for the 2022 cost of the old system. There is a one-time software upgrade fee of \$1,095.00, half of which is paid when the contract is signed and the other half when the program is available to us. Charlene and Kelly are currently reviewing a test of the new system so they can see how it will work and what changes or upgrades they may need to make for us. BMSI is already working with companies that use the program we need for the cellular reads. The new system will cost an additional \$195 over the old system but we won't have to pay that until 2022 for 2023 because we have already paid the 2022 invoice. One problem is that this program is internet based. Therefore, we will need to think about alternatives if the internet goes down. We could potentially utilize the hot spots that we have on a couple of the cell phones. The new system allows us to bring several years' worth of data into the system. We could back up all of our data onto an external hard drive so that we have it available. Superintendent Chase presented a contract to upgrade the BMSI system.

**Commissioner Brown motioned to upgrade the BMSI software with the one-time fee of \$1,095.00. Seconded by Commissioner Demass. All in favor. Motion carried.**

#### **Old Business:**

Northfield Sewer Contract:

The Northfield Sewer District has advised that they will be signing the contract that was presented to them. The Tilton-Northfield Water District Commissioners signed the contract, which will be sent to the Northfield Sewer District for signatures.

#### **New Business Cont.:**

Commissioner Demass advised that Steve Partridge inquired about what the cost would be to hook up to water for the campground that he is pursuing in Northfield. He is looking for a 6" service line. Commissioner Demass requested Superintendent Chase provide him with rates and options.

#### **Next meeting:**

Monday, October 18, 2021 4:00 p.m.

#### **Adjournment:**

With nothing further, **the meeting adjourned at 5:37.**

Respectfully submitted,  
Michele Corey, District Clerk