

Tilton Northfield Water District
Commissioner's Meeting
14 Academy Street, Tilton, NH 03276
Monday, October 16, 2023
Minutes

In Attendance: Commissioner Chair Sean Chandler, Commissioner Arthur Demass, Superintendent John Chase, Rene LaBranche, Stantec, Michele Corey, District Clerk

Call to Order:

Commissioner Chandler called the meeting to order at 4:15 p.m.

Public Comment:

Account 536/541-The Commissioners reviewed the request to waive the late fee for Account 536/541. **Commissioner Demass motioned to waive the late fee on account 536/541. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Account 702- The Commissioners reviewed the request to waive the late fee for Account 702. **Commissioner Demass motioned to waive the late fee on account 702. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Account 1943 – The Commissioners reviewed the abatement request on Account 1943. The policy is that the bill is 250% of the highest consumption. The request is due to a leak in the water line in the basement which has been repaired. The abatement request is in the amount of in the \$160.64. **Commissioner Chandler motioned to abate the amount of \$160.64 on Account 1943. Seconded by Commissioner Demass. All in favor. Motion carried.**

Water Treatment Plant Update – Rene LaBranche provided an update to the new water treatment plant. He is working with Eversource on power. There is some concern if we go over 800 amps that we will need a ground transformer, which has a lengthy lead team. Rene is working to see if we can be under 600 amps so that we can use a pole transformer.

Rene went through some updated design plans. They are working on the 60% design plans. Rene is working on disbursement #2.

Rene advised that there was some supplemental testing done on current Well #2 because it was smelling metallic. The results showed that the iron and manganese levels had risen and will require additional chemicals to regulate. Well #1 is starting to show some increased nitrates which they are monitoring.

Rene provided a schedule through completion of the project. He also provided this to DES.

The Lead Services review will need a designated person. Rene would recommend this be Charlene Smith. She would advise Stantec when the information is ready to be uploaded to the state site.

A monthly progress meeting needs to be set up with TNWD, Stantec, and NHDES. Rene is working on this.

Review of Minutes:

The Commissioners reviewed the September 11, 2023 and the October 9, 2023 minutes for the Water District. **Commissioner Demass motioned to approve the September 11, 2023. Seconded by Commissioner Chandler. All in favor. Motion carried. Commissioner Chandler motioned to approve the October 9, 2023 Water District minutes. Seconded by Commissioner Demass. All in favor. Motion carried.**

Treasurer's Report:

The Commissioners reviewed the September, 2023 Treasurer's Report. **Commissioner Demass motioned to approve the September, 2023 Treasurer's Report. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Superintendent's Report (John Chase):

Tank Cleaning

The tanks were cleaned September 14th & 15th and the 21st & 22nd. There was about three inches of sediment in the bottom of each tank. Other than the sediment, everything else looked good.

Morrison Avenue

The water main and services are completed. John Scanlon asked if when we were going by his address if we could install a new service to his barn at that time. We did not have parts for that. We had to order them. They came in last week. Ken Partridge said they could get there this week, maybe Wednesday or Thursday.

Union Sanborn School

On September 27th, the 6" fire line going into the school blew out a six-foot section of water main. This was probably the largest water break in the last 10 years. Ken Partridge was called in by the school to dig it up. Once everything was uncovered, I determined that they were not going to just do a repair. It needed to be replaced as it was an asbestos (AC) pipe that was probably 100 years old and would not be reliable. Once the fire line was exposed, it also had the two-inch domestic in the same ditch and it was the original two inch solid brass. I suggested to the school that since the hole was open, it would be in their best interest to replace it as well. They agreed. It took from Tuesday afternoon that week until Friday afternoon to complete the installation and get the turned back on. This did cause some dirty water in the lines.

Well #1 Motor

Well #1 motor blew on October 3rd during hydrant flushing. EII was called for testing and determined the motor was gone. We called Maher Services and they came in the next day and replaced motor. In the meantime, we turned Well #2 on and dialed in PH to continue flushing hydrants.

Home Depot

Home Depot had a gas leak on Sunday, October 8th. The Fire Department hooked up to a hydrant, we got an alarm for fire flow and responded. It was taken care of in an hour and a half. The next day, Monday Oct 9th they had a fire flow alarm and again we responded. Within five minutes on site we noticed a water main break. We determined it was the 4" domestic. The valve to the building was turned down to just barely open to give them time to figure out if they could get anyone to repair it that day. They couldn't get anyone

there that day so the line was shut-off that day. It remained off until Saturday when Busby Construction was able to come in and get the break repaired.

Old Business:

Employee Handbook – The Commissioners discussed whether or not the elected officials are required to sign the Employee Handbook. The Commissioners and the Treasurer are also part-time employees of Tilton Northfield Aqueduct and should sign. Other elected officials would not be required to sign.

Boot Allowance – There was discussion about the boot allowance and whether or not the allowance is \$250 per year or if they could only get one pair of boots up to \$250 per year. The Commissioners agreed that the boot allowance would be \$250 per year. There is no limit on the number of pairs. The reference to one pair of boots per year will be removed from the Employee Handbook.

Commissioner Demass motioned to approve the Personnel Policies with the correction on the boot allowance. Seconded by Commissioner Chandler. All in favor. Motion carried.

New Business:

2023 Delinquent Accounts – Commissioner Chandler advised that we need to motion to move the 2023 delinquent accounts to tax collector. **Commissioner Chandler motioned to forward all outstanding 2023 customer accounts to collections pursuant to RSA 38:22. Seconded by Commissioner Demass. All in favor. Motion carried.**

Non-Public Session:

Commissioner Chandler motioned to enter into a non-public session per RSA 91-A:3 II, (c), Seconded by Commissioner Demass. Roll call vote: Commissioner Chandler, yes; Commissioner Demass, yes. At 6:03 p.m. the Commissioners entered in to non-public session.

At 6:39 Commissioner Chandler motioned to come out of non-public. Seconded by Commissioner Demass. Roll call vote: Commissioner Chandler, yes; Commissioner Demass, yes. At 6:39 the Commissioners came out of non-public.

Next meeting:

November 13, 2023 4:00 p.m.

Adjournment:

With nothing further, **the meeting adjourned 6:41 p.m.**

Respectfully submitted,

Michele Corey, District Clerk