

Tilton Northfield Water District
Commissioner's Meeting
14 Academy Street, Tilton, NH 03276
Monday, November 7, 2022
Minutes

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

Call to Order:

Commissioner Chandler called the meeting to order at 4:01 p.m.

Public Comment:

Scott Haskins was on the agenda regarding the Pines Park in Northfield, but was not in attendance.

Charlene Smith presented the MS-535 to the Commissioners for signature. Additionally, she had some journal entries that Melanson requested due to their audit. The Commissioners reviewed and initialed the entries.

Rene LaBranche presented the documents for the Asset Management Grant. **Commissioner Sean Chandler motioned to accept the \$100,000 Asset Management Grant from the NH Dept. of Environmental Services. Seconded by Commissioner Demass. All in favor. Motion carried.**

Rene discussed the status of the updated rate study. Charlene has provided Rene with the documents that he needed. He is currently waiting on a response from Raftelis. He discussed with the Commissioners giving Raftelis a deadline for a draft of the updated rate study. The Commissioners decided that they would like the draft by December 1, 2022. Rene also mentioned that we should discuss future projects because we need to figure in the CIP. For example, in the future we may need a tank located near Exit 20. We may also need another well down the road. Superintendent Chase provided Rene with some information regarding water main replacements to figure into this. Superintendent Chase also indicated that we will have some equipment needs in the future.

Rene indicated the Environmental Report has been reviewed by NH DES and is now ready for public review and comment. This will need to be posted in the newspaper and the public then has 30 days to review and comment to either TNWD or NH DES. Charlene will coordinate putting this information in the Laconia Daily Sun and the Winnisquam Echo.

The Consultant Justification Form needs to be filled out and submitted for the new Water Treatment Plant.

Rene continues to apply for grants to help reduce the cost of the project. He recently applied for one from NH DES Ground Water Trust for \$975,000.00. He will continue to work through additional options to help reduce the cost. NH DES is mentioned to Rene that the cost of everything is increasing and they are currently seeing bids come in very high.

There is ARPA money from our grant that is currently available and waiting to be disbursed. The Commissioners need to determine if they want to be repaid for monies that have already been

expended. Superintendent Chase inquired if we could request this money to be disbursed at a later date because we don't know what we are going to get for actual bids and we may need that additional money at that time. The Commissioners agreed.

Rene gave an update on the design status. The 30% design and PDR is ongoing. The bid process will now be delayed. It looks like we will be ready to go to bid in early spring. He also indicated that we should begin identifying those items that have a long delivery date and look at bidding those items now.

They continue to explore the possibility of getting natural gas to heat the new plant.

District Clerk Michele Corey began discussions regarding the 2023 Warrant Articles. We have 2 Commissioners positions that will be up for election. Superintendent Chase advised that we will need a warrant to spend the money that was moved to the general fund from the Exit 20 water tank fund. There are several paving projects that the Town of Tilton will be doing and they will need water main replacements. He is working on getting prices for those and drafting the language for the warrant article.

Account 276 – The account was prepaid for the water to be turned off and turned back on after a water repair. They decided not to proceed with the repairs. The total cost was \$50.00.

Commissioner Chandler motioned to refund the prepaid fees of \$50.00 to Account 276 since they did not proceed with having their water turned off/on. Seconded by Commissioner Demass. All in favor. Motion carried.

Review of Minutes:

The Commissioners reviewed the October 17, 2022 minutes for the Water District.

Commissioner Demass motioned to approve the October 17, 2022 Water District minutes. Seconded by Commissioner Chandler. All in favor. Motion carried.

Treasurer's Report:

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

Superintendent's Report (John Chase):

Melanson Audit Cost

Superintendent Chase provided an email from Melanson that indicated their fees for 2022. The cost increased \$10,110 over 2021. Discussion was held to see if we should get some pricing from other agencies. Superintendent Chase feels that we should have a separate accountant and auditor. Also, we need someone who is willing to come in and explain things to us. The Commissioners agreed that we should get some prices and Superintendent Chase will look into this.

IRS Late Fee

There is a late fee/interest due to the IRS because a payment was not made at the time the extension was filed. Commissioner Chandler would like to have Charlene review her emails to see what transpired.

Account 139

This location is in disrepair and the water is still on. Superintendent Chase would like to send a letter to the homeowner about shutting the water off. There are concerns about it being a safety hazard if anyone had to go in there to address a water issue. The Tariff has some language in it regarding maintenance. The Commissioners would like to have our attorney review the letter to make sure everything is in line with the law and the Tariff.

Old Business:

None

New Business:

Tax Lien TNFD – Commissioner Chandler advised that we need to have a motion and discussion regarding the Tax Lien for the Tilton Northfield Fire District. Previous discussions were held with our attorney and were not on the record. **Commissioner Chandler motioned in light of the Tilton Northfield Fire & EMS having an outstanding balance for service rendered in 2021, I motion that the Board commit to the Northfield Tax Collector the attached warrant and documentation of the Fire District’s delinquent water bill. Seconded by Commissioner Demass.**

Discussion: This matter was discussed on February 7, 2022, however, the minutes do not reflect an affirmative vote of the Commissioners. Today’s vote is to cure that oversight. RSA 38:22 states that “[a]ll charges which are delinquent may be committed to the tax collector with a warrant signed by the appropriate municipal officials requiring the tax collector to collect them.”

In a letter dated March 15, 2022, the Water District informed the tax collector that \$231,796.12 was due and requested that the tax collector commence the lien process. Today’s vote is to affirm that the March 15, 2022 commitment to the Northfield tax collector was the wish of the Commissioners. The March 15, 2022 letter will be resent, unchanged, to the tax collector with an explanation that an affirmative vote was taken today.

Commissioner Chandler called the vote. All in favor. Motion carried.

Christmas Luncheon – Superintendent Chase recommended that we hold this on December 8th. The Commissioners agreed and Superintendent Chase will look for a location.

Stipends – Commissioner Demass mentioned that he would like to formalize when the stipend checks are sent out. **Commissioner Demass motioned to have stipend checks sent out on the second Friday of May and the second Friday of November, each year. Seconded by Commissioner Chandler. All in favor. Motioned carried.**

Non-Public Session:

None

Next meeting:

Monday, December 12, 2022 4:00 p.m.

Adjournment:

With nothing further, **the meeting adjourned at 6:22 p.m.**

Respectfully submitted,

Michele Corey, District Clerk