

Tilton Northfield Water District
Commissioner's Meeting
14 Academy Street, Tilton, NH 03276
Monday, November 20, 2023
Minutes

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

Call to Order:

Commissioner Chandler called the meeting to order at 4:00 p.m.

Public Comment:

Account 2075-Account was reviewed for a late fee waiver. The property owner was in attendance. She advises she has never had a late fee. She feels it was mailed out timely but did not arrive until November 2, 2023. **Commissioner Demass motioned to waive the late fee for Account 2075. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Account 2244- The Commissioners reviewed the request to waive the late fee for Account 2244. **Commissioner Demass motioned to waive the late fee on account 2244. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Account 36- The Commissioners reviewed the request to waive the late fee for Account 36. **Commissioner Chandler motioned to waive the late fee on account 36. Seconded by Commissioner Demass. All in favor. Motion carried.**

Account 497- The Commissioners reviewed the request to waive the late fee for Account 497. This was delayed because of online bill pay. **Commissioner Demass motioned to deny the late fee waiver on account 497. Seconded by Commissioner Chandler. All in favor. Motion carried. Subsequent discussion revealed this was the first time there was a late fee. Commissioner Chandler motioned to waive the late fee. Seconded by Commissioner Demass. All in favor. Motion carried.**

Account 264- The Commissioners reviewed the request to waive the late fee for Account 264. **Commissioner Demass motioned to waive the late fee on account 264. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Account 2171- The Commissioners reviewed the request to waive the late fee for Account 2171. **Commissioner Chandler motioned to waive the late fee on account 2171. Seconded by Commissioner Demass. All in favor. Motion carried.**

Account 1995- The Commissioners reviewed the request to waive the late fee for Account 1995. **Commissioner Demass motioned to deny the waiver for the late fee on account 1995. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Water Treatment Plant Update – Rene LaBranche provided an update to the new water treatment plant. He received the review comments from the state on the bid review document. He provided disbursement request for \$215,000. He is getting ready to submit the 60% design and specs. He provided the final contract for the final design. He would like to have a meeting with the Commissioners and Superintendent to go over the design and plan specs.

Rene advised they have been providing support with the lead and copper review and have been applying it to the asset management grant. They are at \$2,500. He advised that is about the most they will be able to do under the asset management grant and suggested that the Water District do a separate agreement with Stantec for any further work on this. He also advised there are some locations where the State is requiring secondary confirmation which will require the help of the homeowner.

Review of Minutes:

The Commissioners reviewed the October 16, 2023 minutes for the Water District.

Commissioner Demass motioned to approve the October 16, 2023. Seconded by Commissioner Chandler. All in favor. Motion carried.

Treasurer's Report:

The Commissioners reviewed the October, 2023 Treasurer's Report. Commissioner Chandler inquired about adjustments on the Aqueduct report. He will leave a note to inquire about this.

Commissioner Chandler motioned to approve the October, 2023 Treasurer's Report for the Water District and to accept the Treasurer's Report for the Aqueduct, subject to an explanation from Charlene Smith on the Aqueduct's report. Seconded by Commissioner Demass. All in favor. Motion carried.

Superintendent's Report (John Chase):

NH Family Medical Leave Act

Superintendent Chase presented quotes for NH Family Medical Leave Act for a 6 week plan for \$67.00/month or a 12 week plan for \$95.00/month. That is for all employees. This cannot be used at the same time as short term disability. We don't currently have a short term disability policy so we may want to see what the cost would be for the short term disability. The employees also carry Aflac. He is not sure if you can use this with Aflac. He will look into it more. Commissioner Demass noted that short term disability would only cover the employee if they were injured or ill, it would not cover them if they had to care for a family member.

GIS GPS Equipment

The equipment has been received and we will be getting some training on this. This will assist us with locating all of our infrastructure. The asset management grant reimburses for this equipment.

Hydrants

All of the hydrants have been flushed and winterized.

Storage Tank Fencing

The fencing at the storage tank is in need of repair. We received a quote from Lakes Region Fence for \$4,995.00. This includes a larger opening to the gate which will allow us to get equipment through. We have not used Lakes Region Fence before but we had a hard time getting anyone to come out and give a quote as it is a small job. Commissioner Demass mentioned Andover Fence would be one to try to get a quote from. Superintendent Chase will see if they will come out. **Commissioner Demass motioned to authorization \$5,000.00 to repair the fencing at the storage tank. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Old Business:

None

New Business:

Thanksgiving – Commissioner Demass noted that we need to do something for the employees for Thanksgiving. **Commissioner Demass motioned to have Superintendent Chase pick up \$100 Market Basket gift cards for 5 employees for Thanksgiving. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Christmas – Superintendent Chase inquired if we would like to hold a Christmas luncheon as we usually do. The Commissioners reviewed the calendar and thought December 8th would work. Superintendent Chase will look at finding a location. Commissioner Demass inquired about doing something for the staff for Christmas. Typically, we have given them a week's pay. **Commissioner Demass made a motion to give each employee a week's pay as a Christmas bonus. Seconded by Commissioner Chandler. All in favor. Motion carried.**

Grant-Commissioner Chandler advised we need to approve the acceptance of the Trust Fund Grant and authorize a representative to execute the funding agreement. Commissioner Chandler motioned to accept the NH Ground Water Trust Fund grant money in the amount of \$1,585,458.00 and to authorize Superintendent John Chase to sign the funding agreement. **Seconded by Commissioner Demass. All in favor. Motion carried.**

Next meeting:

December 11, 2023 4:00 p.m.

Adjournment:

With nothing further, **the meeting adjourned 5:54 p.m.**

Respectfully submitted,

Michele Corey, District Clerk