

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

**In Attendance:** Commissioner Chair Sean Chandler, Commissioner Glen Brown, Commissioner Arthur Demass, Superintendent John Chase, District Clerk Michele Corey

**Call to Order:**

Commissioner Chandler called the meeting to order at 4:06 p.m.

**Commissioner Chandler made a motion to suspend the meeting to have a discussion with the T-N Water District's Attorney due to attorney/client privilege at 4:14 p.m. Seconded by Commissioner Brown. All in favor. Motion carried.**

Commissioner Chandler recalled the meeting to order at 4:31. **Commissioner Chandler motioned to resume the regular meeting. Seconded by Commissioner Brown. All in favor. Motion carried.**

**Public Comment:**

Account #570-poned to next meeting as the resident was not able to attend.

**Review of Minutes:**

The Commissioners reviewed the November 8, 2021 minutes. **Commissioner Demass motioned to approve the November 8, 2021 minutes. Seconded by Commissioner Brown. All in favor. Motion carried.**

**Treasurer's Report:**

The Commissioners reviewed the November, 2021 Treasurer's Report. **Commissioner Demass motioned to accept the November, 2021 Treasurer's Report, seconded by Commissioner Brown. All in favor. Motion carried.**

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

**F-250 Truck** – The old truck has been sold for \$4,000. The money has already been received. We are still waiting for the service body of the old F-250 truck to be finished on the new truck. We need to have a Bill of Sale and the Title signed over. Superintendent Chase inquired if a vote needed by the Officers of the Corporation. Commissioner Chandler felt that this would need to be discussed by the Corporation and we would need to enter into a Corporation meeting for that.

**Commissioner Chandler motioned to suspend the Commissioners meeting at 4:36 p.m. to move into a Corporation meeting to discuss the sale of the F250 truck. Seconded by Commissioner Demass. All in favor. Motion carried.**

Commissioner Chandler recalled the meeting to order at 4:47 p.m. **Commissioner Demass motioned to resume the regular meeting of the TN Water District. Seconded by Commissioner Brown. All in favor. Motion carried.**

**SCADA Upgrades** – Discussion with Rene LaBranche from Stantec on December 9, 2021. Jim Fritz from EII was checking on lead time for firewalls for each site. When he gets that he will give us a date they can start installation. Superintendent Chase suggests starting with J. Jill.

**New BMSI Upgrade** – Charlene and Kelly have been working with BMSI and Badger Meters to try and do the upgrades at the same time. Things are moving forward and we are hoping to have them working for the New Year.

**Meter Upgrades** – Superintendent Chase spoke with Ian from Stiles. Co. today and he will be bringing some meters and radios this week. We can then start putting them in, testing them and turning them on.

**2021 Melanson Audit** – We have been given the option from Melanson for them to come into the office next year to have the audit performed on site instead of everything being done over the internet and emails. Our goal is to get the financials completed in 2022 without having the need for an extension. Melanson had indicated that they can usually complete the financials within a couple of weeks of having all of the information. Historically, that has never happened.

We need to consider the COVID situation before scheduling them to come here in person.

The office staff have discussed this and feel that tentatively the week of February 7, 2022 would be a good week for Melanson to come to the office if we decide to do it in person. Kelly will be on vacation from February 26-March 6, 2022. Additionally, DES is requesting a Financial Statement for the formal application for the new treatment plant.

Regarding the money that is on our books currently showing as income from the Fire District, Charlene spoke with Melanson regarding how to handle this income for the end of 2021. Melanson advised that we should consider this as “bad debt” for 2021 and then “receipt of bad debt” when/if the money is received in 2022. The Commissioners will need to make a decision on this before the end of the year. The Commissioners agreed that we should follow Melanson’s recommendation.

**HealthTrust** – We have received a check from HealthTrust for \$5,908.80 for a Return of Surplus. We have no information on any changes in the premium for 2022 yet.

#### **Old Business:**

None

#### **New Business**

Late Fees

**Account 1399** – This account had a late fee of \$30.00 for the second quarter 2021 which was not paid. There was another late fee applied for the third quarter because the second quarter late fee was not paid. The second quarter late fee has now been paid. **Commissioner Chandler motioned to waive the third quarter \$30.00 late fee. Seconded by Commissioner Demass. All in favor. Motion carried.**

**Account 270** – This account is paid through Northway Bill Pay. Northway printed the check on October 29, 2021, however, it was not received by the Water District until November 8, 2021. This account has not had any previous late payments. **Commission Demass motioned to waive the \$30.00 late fee. Seconded by Commissioner Brown. All in favor. Motion carried.**

**Account 2104 and Account 2105** – These accounts were paid late due to the homeowner being out of town on a family matter when the bills came in. She immediately paid the bills upon

return. **Commissioner Chandler motioned to waive the late fee, seconded by Commissioner Brown. All in favor. Motion carried.**

**Account 2112** – Account was late due to property owner accidentally paying the wrong entity (Belmont water) when she paid her bill. The bill has been paid but not the late fee. There are no prior late payments on this account. **Commissioner Brown motioned to waive the late fee due to the prior timely payment history. Commissioner Chandler seconded the motion. All in favor. Motion carried.**

**Account 351** – Account is requesting late fee forgiveness due to COVID. **Commissioner Demass motioned to waive the late fee on Account 351, seconded by Commissioner Brown. All in favor. Motion carried.**

**Account 732** – Account is requesting late fee forgiveness due to spouse passing away. **Commissioner Brown motioned to waive the late fee on Account 351. Seconded by Commissioner Demass. Commissioner Chandler advised he would abstain from the vote. Roll call vote: Commissioner Brown: Yes; Commissioner Demass: Yes; Commissioner Chandler: Abstained. Motion carried with 2 yes votes and 1 abstained.**

**Sewer replacement on Route 140** – Superintendent Chase inquired if Commissioner Brown was aware of any sewer updates on Route 140. Commissioner Brown advised he was not.

**Non-Public Session:**

**Commissioner Chandler motioned to enter into a non-public session per RSA 91: A3 II, (c), Seconded by Commissioner Brown. Roll call vote: Commissioner Chandler, yes; Commissioner Brown, yes; Commissioner Demass, yes. At 5:36 p.m. the Commissioners entered in to non-public session.**

**Commissioner Chandler motioned to come out of the non-public session. Roll call vote: Commissioner Chandler, yes; Commissioner Brown, yes; Commissioner Demass, yes. At 5:54 p.m. the Commissioners came out of the non-public session.**

**Commissioner Brown motioned to seal the minutes seconded by Commissioner Demass. Discussion was held regarding how long the minutes could be sealed. All in favor. Motion carried.**

**Next meeting:**

Monday, January 10, 2021 4:00 p.m.

**Adjournment:**

With nothing further, **the meeting adjourned at 5:59 p.m.**

Respectfully submitted,

Michele Corey, District Clerk