



Water Commission

Meeting Minutes

May 9th, 2023

Regularly Scheduled Meeting – Commission Meetings are held Monthly on the 2nd Tuesday at 6:30 p.m.

Board Members Present Charles Estes, Commissioner and Stephen Thomson Selectman Ex-Officio.

Charles Estes declared the meeting open at 6:30 p.m.

Public Attendance – Not in any particular order – Shaun Bresnahan, Frank Razzaboni, Tom Seymour, Peggy Razzaboni, Nate Mills, Mark Labonte, Denise Robie, Joann Irving, David Hurd, Paul Guild, Ellen Guild, Martin Judd, Marshall Bennett, Paul Meyerhoff, Christopher Gronski, Shelly Henry, Paula McDonough and Henry Osmer.

This meeting represent the transition from Interim Selectmen Water Commissioners to Water Commissioner Charles Estes and Stephen Thomson, Selectman Ex-Officio. The commission continues to seek volunteers to fill vacant commissioner positions. Stephen and Charles will operate the public works as unilateral commissioners until additional commissioners can be appointed. Unilateral in the authority to act on behalf of the water commission as a whole.

The Water Commission, as of May 2nd 2023, recognizes with **EXTREME gratitude** the efforts and participation of Selectman Shaun Bresnahan, Selectman Frank Razzaboni, Former Selectman Tom Seymour and Lisa Seymour, Executive Assistant for the period of April, 2022 to present - for acting as Interim Water Commissioners, Secretary and Meter Reader in the absence of a viable functioning water commission.

During this period the public works experienced several breakages in the main line and subsequent issues as a result of fluctuations in the water pressure and ongoing issues of a seriously aging system. These Civil servants are to be commended for their service and dedication during these difficult and challenging times. The customers of the Water System and residents of the Town of Hill are eternally grateful for your selfless commitment.

The meeting proceeded with Charles and Stephen reviewing the minutes of the previous meeting. The minutes were accepted and approved as presented. After reviewing The minutes, Charles suggested hearing from the interim water commissioners of any issues they wanted to raise before transitioning back to Commissioner management of the public works. Selectman Bresnahan provided a document entitled Hill Water System Notes. It was decided this would nicely progress under the heading of old business.

Old Business – Hill Water System Notes. (Included for the records) each of the subjects on these notes titled Repairs, Priority and Future - were discussed in detail.

The commission was advised of cleanup necessary at 36 New Chester. There was a repair made between the main and curb stop, as well as from the curb stop to their foundation. The public works is responsible for work and expense from Curb stop to Main. The ground repair between the curb stop to the foundation is the responsibility of the customer. It was suggested that the commission speak with the customer to ascertain if they would like the commission to arrange for the ground repair and provide them with the billing. Charles to follow up.

The commission was advised of cleanup necessary at 40 New Chester – Betty Hanks: Site repair between the main and curb stop was performed. Clean up and ground work of site from the curb stop to main is the responsibility of the public Works. Charles to follow up.

C of pavement repair required on Murray Hill Road from the break in December, 2022. Its stated that New Hampshire DOT will contact the town if this drags on too long. Danny Woodham of SKR has the equipment to do the repair. Stephen Thomson to follow up.

- Hydrant flushing will proceed as scheduled on 05/14.
- Charles will assume the administrator role for the Public Works email.
- Charles will assume the duties of DES Reporting to be reviewed and to be prepared for 07/31.
- Charles has met with Dale from PSI and has had an orientation of the function of the PUMP HOUSE. The auto dialer has been updated. Charles will continue to work with PSI and other vendors moving forward.
- The water tank needs to be inspected in 2024 it was last done in 2019 and is required every 5 years.
- The interim water commissioners recommended replacing the Chem. Analyzer in the pump house. PSI has forwarded a quote, which has been forwarded to Charles. Charles to follow up with John Brenham of PSI. The quote needs to be formalized - with itemizations, line item costs, lead time and estimated time of the upgrade to be complete, tested and functional. Warranty. Shaun states the cost was accounted for in the 2023 budget and ARPA funds have been reserved for the upgrade.
- The Rates need to reviewed.
- Diamond Mapping Systems – Shaun set up Charles and Stephen with user accounts on The diamond mapping system offline app. This looks to be a very useful tool for numerous possibilities in the future.
- The Commission needs to prepare for Asset Management Planning and Services in order to be eligible for State and Federal Grant funding.
- Lisa has offered to continue as meter reader for at least the month of May. To be revisited at the next meeting. The warrant create as a result of Reading The meters will henceforth be signed by a Water Commissioner before being provided to Shelly as the billing agent.
- Shelly will continue as in the past as the billing agent. Avatar Software is the public works software used for system management. Charles will review the program to familiarize himself with the billing process. The commission will look to confirm that accounts are being billed accurately.
- Frank Razzaboni suggests that plastic meters are of equal or greater quality and less expensive for the public works. Therefore he recommends current non-working meters be replaced with the plastic meters. Frank also identified a remote meter reader that he has located at his desk when needed.
- A generator was discussed for the pump house. They're currently is not a generator upgrade in the 2023 budget. Shaun was unable obtain a quote to have a generator installed at the pump house.

Stephen advised that his review of records suggest that the public Works has approximately \$10,000.00 A month in A/P (accounts payable) Charles and Stephen will review in the next few weeks to find any redundancy in services for any ways to reduce monthly expenditures. There are approximately 135 billable users on the system. Not all are being billed properly. 21 users at the trailer park on 1 meter with 19 flat rate bills being produced. Town rental units need to be reviewed and any sublets need to be reviewed for accuracy.

New Business -

The Commission heard suggestions regarding the mapping system. Nate Mills and Mark Labonte from the Hill Fire Department offered whatever support they can provide the public works. Charles suggested that the commission work with the fire department to establish a Zone based mapping of the hydrants for future hydrant Flushing so that the entire system was not affected at one time and the system could be flushed more regularly based on zones. The commission will look at the mapping system as a way to establish comments and work orders, meter reading notes and any other user information that can be implemented into the mapping system. The commission discussed the current debt service of the bonds.

There is approximately \$28,000 remaining to be paid by 2025 @ 3.88% interest and approximately \$297,000 to be paid @ 5.0% interest by 2037. Shaun suggested that any future work needs to be reviewed and budgeted properly.

DES is an expensive option for obtaining funds. The commission will need to establish a mitigation plan regarding lead content. Having concluded the business currently related to the public works...

Charles opened the meeting to public comment as it relates to the Town of Hill Water System.

- Christopher Gronski requested that public present identify themselves as to who is on the Water system.
- Several people present expressed their appreciation for Shaun Bresnahan and others for the services provided, "with special and personal" attention paid to the customers on the water system.

It was noted that the level of communication provided during the period of service interruption. They ask that open communication continue. In response the Commissioner(s) ensure that communication with the users of the public works will remain of paramount importance to the Commission.

Having no other business on the Agenda the meeting was adjourned at 8:13 p.m.

Minutes *draft prepared by Charles Estes, Water Commissioner May 11, 2023.