



Water Commission

* Approved Minutes *

June 13th, 2023

Regularly Scheduled Meeting – Commission Meetings are held Monthly on the 2nd Tuesday at 6:30 p.m. in the Hill Public Library located at 30 Crescent Street Hill, NH 03243.

Board Members Present Charles Estes, Commissioner and Stephen Thomson, Selectman / Water Commission Ex Officio member. The BOARD welcomes the return of Tony Cartier as a Water Commissioner.

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

Public Attendance – Paul Guild

Tony Cartier was sworn in as a Water Commissioner by the Selectmen on Tuesday June 6th, 2023. Tony's many years of experience and longevity as a resident of Hill makes Tony a welcomed addition.

The first order of board business was to elect a Chairman. Charles, speaking specifically to Tony, offered to throw his hat in ring for a nomination as Chairman unless Tony was opposed. Tony responded that he was not and Steven Thomson nominated Charles Estes as Water Commission Chairman. The motion was seconded by Tony and the motion passed unanimously.

The Board of Commissioners (Hereinafter referred to as the Board or Commission) reviewed a Billing warrant prepared for the billing agent. The billing warrant was signed. Shelly Henry happened to be present so the sign warrant was given to the billing agent in hand on June 13th. The board also reviewed a Journal record prepared from QuickBooks for the payment of invoices from late March through the first week of June. The journal record was approved as presented and was signed by the Commissioners. The Journal is to be placed in the treasurers box for processing on June 14th.

The meeting proceeded with the Commissioners reviewing the minutes of the previous meeting. The minutes from May 9th, were accepted and approved as presented. The board referred to the bullet points in the previous minutes as Old Business items to discuss.

Old Business –

The commission considered site repair projections for 36 and 41 New Chester Road. Stephen to follow up with the contractor. The site work contractor will be contacted to provide estimates to make the ground repairs. The pavement repair on Murray Hill Road was completed.

The meter reading was performed on May 13th and the results were entered into the metering software system between May 13th and May 16th. The billing warrant was produced and was signed by Stephen and Charles on May 16th. Despite the appointment of a Water Commissioner and the agreed upon participation of Stephen Thomson as and Ex Officio member of the Water Commission, the administrative assistant sought additional Selectmen signatures to move the Water Commissioner warrant forward.

The Commission reviewed the bulleted points from the previous minutes to provide actions taken...

- **Hydrant flushing will proceed as scheduled on 05/14.**- Unfortunately the representatives from the fire department was not present to discuss the issues raised at the previous Selectmen's meeting related to Hydrant Flushing. The response from the Water Commission is that on the day of the hydrant Flushing the

- A generator was discussed for the pump house. There 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. – No Further Discussion at this time.

Charles reported the Water Works received several comments with regard to providing good information in the first month of communications.

New Business –

A water leak was identified at 47 Old Town Road. The leak presented potential erosion possibility to Old Town Road so it was considered “warranted” for immediate repair. The property was determined to be on an isolated line . The water was shut off to the isolated property and the property owner was contacted . Water Works communicated with the property owner to avoid any inconvenience by disruption of service . It was determined the leak was the result of the use of a plastic fitting . The repair was performed and the service to the property was restored.

The Commission reviewed and discussed several newly prepared reports.

- HILL Water Works unpaid receivables,
- HILL Water Master Route report,
- HILL Water Non-Route Exception report,
- HILL Water Non-Read Exception report,
- The copy of the tax collectors warrant for billing and attached pages, and
- The Record Journal incorrectly referred at times as the Treasurer’s warrant.

It is undeniably clear to the commission that the software being used for billing and meter reading is vastly underutilized to its capabilities. Charles will continue to familiarize himself with the operating software's to identify more functions to be used by the Water Works to produce captured data currently unavailable to the commission. Stephen requested that we look at the entire billing and payment process. The Commission unanimously agreed this would be a good part of the Audit being conducted.

Paul Guild commented the Commission on the path it appears the Water Works is undertaking to address water works issues. With that he departed.

The Commissioners reviewed the non-read exception report specifically noting 31 Mountain View Drive and potentially 75 New Chester Road as possible leaks in the system. Both of these non-read exceptions are known to the former interim commissioners as excessive amounts of water use or loss due to unrepaired leaks. Steven will follow up with the site contractor to assess the potential for leaks. There was a discussion about the possible amount of chemicals being utilized while pumping half a million gallons of water out onto the ground every six months after chemical treatment of the water occurs through the pump house.

>>>>>>>>>AMENDMENT TO THE MINUTES – Lisa Seymour submitted her resignation as Meter Reader, effective immediately. The Water Commission accepted her resignation. Charlie said he already has a replacement available if the Board has no objection. Charlie suggested his son Anthony. Anthony will be 16 in early Sept. and will be getting his license prior to the Sept Commissioners meeting. Charlie recommended he could drive Anthony around for the first few months and establish a route with Anthony. Then after Sept. / October time frame Anthony could perform the meter reading duties. The Board was in favor – remarking that it’s good for a young man to have a job, learn responsibilities, etc. The Commission approved Anthony to begin the first Saturday of July. <<<<<<<<<<<<<<<<

Having no other business on the Agenda, Stephen Thomson made a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 8:42 p.m.

Minutes *draft prepared by Charles Estes, Water Commissioner Chairman June 15th, 2023.
>>>>>>>>> 2nd draft prepared July 14th, 2023.