



## Hill Water Works – Commissioners Meeting

**Meeting Minutes**

**\* APPROVED \***

**April 09<sup>th</sup>, 2024**

**Regularly Scheduled Meeting** – A regularly scheduled Water Commissioner's meeting was held in the Hill Public Library at 6:30 p.m. located at 30 Crescent Street Hill, NH 03243.

**Board Members Present** Charles Estes, Stephen Thomson and Anthony Cartier

**Public Attendance** – None

Digital audio recorder was started. - Charles Estes declared the meeting open at 6:30 p.m.

The Commission discussed Election of officers and adopting a long standing policy of other Town Board's to elect officers at the first meeting following Town Meeting. Stephen was nominated and elected Chairman for 2024. Anthony Cartier was nominated and elected Vice-Chairman. (Discussed at the end of meeting) The Chairman position will be on an annual rotating bases unless voted otherwise by majority vote.

**Approval of Previous Minutes** – Steve made a motion to accept the January minutes as presented. Tony seconded. Motion passed unanimously. February Meeting was postponed due to weather conditions. March meeting was canceled due to Town meeting schedule.

### **Old Business-**

- The Commission reviewed the February and March Billing Warrants. Warrants are signed when bills are prepared and mailed.
- Two treasurers warrants were signed. The Commission reviewed and approved invoices to be paid.
- The Commission reviewed bank statements. Stephen asked why the Treasurer's reports don't show all accounts. Two check books. Business checking and Money Market account which is the general fund. The business checking is a sweep account.
- The Commissioners discussed the emergency repair fund drawing minimal interest on \$26,k. The proposal was made to draft a warrant and discussion ensued. Tony made a motion to draft a warrant leaving \$250 in the repair fund transferring the remaining funds to the collateral account where the funds will draw greater interest. Seconded by Steve. Motion carried unanimously.
- Stephen asked about a overdraft that was covered by the sweep account. The account having \$20,008 is the business checking . A \$25k check overdrew the account which was covered by the collateral account.

- The commission discussed the Auto Dialer modification. There were 3 invoices in March that were reviewed and discussed. A note was read regarding an intermittent issue related to a ground fault. The Auto Dialer is to be re-programmed to call out the commissioners first. Stephen questioned John Benham's awareness of invoices and billing. Charlie to send John another email to program the auto dialer to contact all 3 commissioner's phone. The phone works during power outage but auto dialer goes out.
- Generator - \$65,k allocated in 2018 by a warrant that was approved was collected. Commissioners to review the Audits to see if any notes were made about the money going to capital reserves.
- The Superintendent continues to perform all administrative functions including secretarial, billing and business administration.
- Charlie will continue to work with the bank to set-up the on-line user login.
- The Audit of Billing and Accounting continues.
- The commission discussed the upcoming requirement of Lead and Copper inventory and system abatement of all copper and lead materials. PSI & SKR are involved in the process. The commission received a letter from Pump Systems Inc., with questions to address. The letter requests a list of point of use "Physical" addresses of all system distribution points.
- The Commission discussed software related issues with Avitar and Sensus that are still challenging. Things are improving greatly but still need work.

### **New Business-**

- The Tank inspection is scheduled for April 26<sup>th</sup>. Charlie had a meeting with Greg Paradise, Road Agent on March 08<sup>th</sup>, 2024 at 10:00 a.m. to discuss the access road conditions are necessary repairs to order to reach the tank site. Greg reports that after discussion with Shaun Bresnahan about the Streets and Highways department working with the water commission to prepare for the Tank inspection, Shaun's view is that the Water Department should pay a vendor opposed to the Town's Highway Department providing any support. This was not Gregg's view. Gregg offered to do work on his own time in order to work together to make progress between town departments.
- The Commission discussed re-instating the QuickBooks On-Line accounting software.
- The Commission discussed the new 91-A regulations related to joint meetings.
- Discussion of Loans, according to all records, account 1102 shows what funds were received and how the funds were paid out for several years. The funds were received by The Town of Hill. Money came into the water works from DES 2006, State Revolving Fund (remaining balance of \$18k), and 2008-2012, 2019 refinance (remaining balance of \$275k.) Questions remain around how the funds were paid out. The amount received, to amount paid to improvements and repairs, DOES NOT RECONCILE.

The question remains how much money from loans was paid to cover water system improvements and how much went to cover Town of Hill operating expenses and appropriations from the operating budget? The Commission will continue to audit Town records as they become available.

- The Commission discussed the Treasures reports being prepared on a monthly basis that do not account properly for a fiscal period that matches the billing period or time frame of accounts receivable. Stephen asked if Charlie has any insight into how that has been addressed. The answer is no...Charlie stated "I don't believe it has been addressed or it would not continue." The Commissioners reviewed some reports that Charlie had prepared from the last 2 to 3 years. The reports show that Monthly A.R. rolled over until the end of the year. At the end of each year the uncollected balances were not carried over into the next fiscal year from 2021 to 2022 or from 2022 into 2023. There were no payments received from the Town claims Shaun Bresnahan. Money collected by the town clerk shows "split" accounting with the taxes collected and being deposited into the town taxation fund. The fiscal year end zero'ed out prior warrants. No efforts were made to collect delinquent fees and apply them to the proper accounts.
- The Commissioners reviewed several forms of reports. Stephen questions what checks and balances existed with the Water Department prior to the new commission. QuickBooks 2010 version was not tied to billing, so the entire system has been manual entry. There was no ACTUAL form of reconciliation without manipulation of data. After-the-fact manual entry produced no accurate accounting. The example used was Kiosk data preserved between January 4<sup>th</sup>, 2024 through January 16<sup>th</sup>, 2024 Shelly stopped receiving payments as of January 04<sup>th</sup>. \$4,300.00 of payments made through the tax Kiosk didn't get processed until it was found by Charlie weeks later.
- Stephen again raised the issue that Shaun Bresnahan informed the Water Commission that the Town has been paying the year end account balance for uncollected water fees from town funds. He states the Town tax collector then collects fees and applies them to the town taxation account. This has been proven to be an absolute falsehood. There are no records of deposits by the Water Department after reported payments by the Town that support Shaun Bresnahan's "guess-ti-mation" of how the system has worked in the past. The reports that Lisa printed after the fiscal year end show from 2003 to 2023 show the total amount collected and credited to the Water Works fees was \$19,322. And show as "Split" with the town taxation funds - \$6,727.65 of which was 2022 lien invoice. However there has been no payment in that amount to the water department from collected funds.
- The Commission again discussed restoring a cloud based QuickBooks program providing Judy access. Stephen made a motion to renew the subscription to QBs On-line log in and to provide Judy with a user name and password. Tony Seconded the motion. Motion passed unanimously. Charlie will pay the monthly subscription to be expensed monthly via warrant.
- The Commission discussed changes that keep occurring to the Avitar software. Charlie will write a letter to Avitar to establish guidelines of communications between Avitar personnel and anyone other than Commissioners.
- The Commissioners discussed the break to the pipe in the ground on Shop Road. Break is not related to any specific event or activity. The Pipe was thoroughly crushed and split out the side. The section of broken pipe was replaced by a 4" Copperless sleeve with end clamps.

- The Commissioners discussed again the purpose behind establishing a Memorandum of Understanding (MOU). The Commission requires having the system assessed by the Tax assessor. Charlie will draft a letter to the assessor seeking an assessors report of the system. Stephen states that Rod Wood is under contract to assess the whole town which should include the water system.
- Charlie informed the Commissioners of his talk with Gregg about repair to the access road. Again in speaking about assets, discussion ensued about the cost of the repairs. Shaun told Gregg the Water Commissioners should seek outside vendors. Shuan states the town will not assist or incur any expense to support the Water System. There was discussion about the presence of a gate and the question arose as to who had the key to the gate. Unknown.
- Stated above - Define positions in the updated policy.

Having no other business – The meeting adjourned at 8:15 p.m. The recording was stopped.  
Respectfully Submitted - Charles Estes