



## **Hill Water Works – Commissioners Meeting**

### **Meeting Minutes**

**\* APPROVED \***

**January 09<sup>th</sup>, 2023**

**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 Chairman, Stephen Thomson, Water Commissioner, Tony Cartier, Water Commissioner.

**Public Attendance** – David Thomson and Joann Irving

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

Charlie advised the Commissioners that he prepared to record Water Commission Meetings, in keeping with other boards, if the Commissioners vote to do so. Charlie made a motion to record meetings hereafter. Stephen seconded. The motion carried unanimously. Charlie motioned the Commissioners vote to incur the cost of the recorder. The commissioners agreed. The cost was approx. \$36.

**Approval of Previous Minutes** – Steve made a motion to accept the minutes as presented. Tony was absent so he abstained. Motion passed 2-0 with 1 abstention.

### **Old Business-**

- The Commission reviewed and signed the January Billing Warrant with a due date of February 16<sup>th</sup>, 2024. Charlie trained with Avitar on the tax collect and billing software to take over Commission based billing. Bills will be mailed no later than Saturday. The tax collector must continue to fulfill warrants issued to the town as the billing agent. The Superintendent has an independent log in for all HWW software.
- The tax collector wanted the commissioners to confirm that changes are pending with regard to billing. She claims she has heard these things from Charlie but denies Steve and Tony have agreed or denies she was told anything directly. All 3 commissioners disagree that this has been any kind of “secret.” Previous minutes show numerous times this was discussed and all commissioners were in agreement. A letter has been drafted to customers of the utility that is being circulated between the commissioners before being sent to residents. The Selectmen have been advised of the change. The changes have been made known and the commission is within its rights to make these changes whether Shelly Henry agrees or not. The Water Commission is moving to a direct billing method beginning in January 2024. Shelly wants an exact date. An exact date could not be confirmed, but it is estimated to be on or around January 16<sup>th</sup>, 2024.

- The Superintendent shall be responsible for all administrative functions for the public utility including secretarial, records keeping and business administration.
- The Commissioners have been added to the Bank accounts, having all others except Judy and Barbara Libby removed from the accounts. We are still awaiting on online user log in for the commissioners. Charlie will go to the bank to arrange for the user login.
- The Selectmen have been provided a preliminary review of the Water Works budget for 2024. It may require minor adjustments before being finalized. The budget is approx. \$144,600.00.

#### **New Business-**

- Charlie provided Stephen, Tony and David Thomson a preliminary copy of the new format for billing. Stephen made a motion to approve the new format. Tony Seconded. The motion carried unanimously. The new format was approved for mailing in January. Charlie read aloud a letter to be mailed to customers explaining the billing change. The Commissioners each signed the letter to be included with January billing.
- The Commission discussed the need to have a letter prepared for the post office in order for the post master to assign a mail box at the town office to the Water Works. The Selectman's office needs to prepare a letter. Stephen will notify the Selectmen.
- The Water Commission discussed hours the office will be open to the public for bill payments or other comments, questions or concerns. The hours will be Wednesdays and Fridays 10:00 a.m. to 2:00 p.m. Charlie will begin Wed. January 17<sup>th</sup>, 2024.
- 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 question to address. The letter requests a list of point of use addresses of all system distribution points.
- The Commissioners are still awaiting the Year End financials to review and close out the fiscal year 2023. We are also awaiting invoices for the service line repair that caused erosion to New Chester Road. Repair and surfacing was performed without estimates. This practice will not continue in the future. All cost estimates not considered an emergency will be reviewed and approved prior to implementation.
- The Commission discussed several issues raised via email or telephone comment. Included was Park St Water Shut Off request, 194 Old Town Meter repair needed, 31 Mountain View Dr. Meter touchpad repair required, 19 Ferrin St., Meter Touchpad missing, 75 New Chester Rd. Meter touchpad missing, 23 shop Rd Meter Touchpad repair required, and others. The Commissioners reviewed the current policy regarding meter and touchpad repairs being the responsibility of the water user. A letter will be prepared to address all known repairs required and the policy update will include language that makes responsibilities clear for users and the water works.

Having no other business – The meeting adjourned at 8:40 p.m. The recording was stopped.  
Respectfully Submitted - Charles Estes