



Hill Water Works – Commissioners Meeting

Meeting Minutes

APPROVED

June 12th, 2025

Regularly Scheduled Meeting – The 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 – Harold Knott and Shaun Bresnahan

Audio recorder was started. – Tony Cartier declared the meeting open at 6:30 p.m.

Approval of Previous Minutes – Charlie left minutes downstairs in the office. Minutes were tabled. Prior to closing, copies were obtained. Copies were made for Harold and Shaun. Tony made a motion to accept the minutes as amended. Stephen seconded. Motion passed unanimously.

Old Business-

- Copies of previous Site Surveys from 2019 and 2022 were provided to Commissioners. Randal Suazo, D.E.S. Representative scheduled the next HWW Site Survey for July 30, 2025. Steve asked who Laura DeFazio is or was to HWW. She was the operator for PSI prior to Dale Thayer.
- Pump house updates were provided. Quotes and Communications were shared with the Commission. A recap was provided regarding the Ph Probe, the analytics and the test reports. Charlie recapped the test done by Barrett Electric. Chris Barrett "megged" Barret Electric determined that VFD #2 had defaulted to a start up cycle. Stephen commented that readings provided are from the line and not from the Tank.
- Charlie explained the comparisons between the Analog Probe, plus the digital interface and the Digital Probe that was originally ordered. HWW upgraded to digital to implement a Supervisory Control and Data Acquisition ("S.C.A.D.A.") system in the near future.
- Charlie presented the invoices and accompanying warrants to pay SKR SITE Services, Barrett Electric and monthly invoices. Barrett Electric was \$9,500. SKR was \$8,747. Hach quote was reviewed again. Hach warrant to be reviewed after RMA and completion of installation.

New Business –

- Charlie provided the Commission with the Harcros Chemicals estimate and requirements for delivery. Current cost is \$640 per order in margin over cost of chemicals to Harcros. PSI, under new management may not do Chemicals direct. The conclusion is that HWW doesn't own the property for deliverables. The Water Commission signed the forms to open an account with Harcros for chemicals

direct. Stephen made a motion to approve Harcros Chemical account. Tony seconded. Motion passed. The Town is required to add Harcros Chemical to its insurance policy as a named insured.

- Charlie updated the Commission on PSI management structure. Steve questioned the current contract status. Charlie advised of the cost increase in January but advised there is no contract update since 2012. The Commission, i.e. the Superintendent (Charlie) stepped into the roll of contractor in place of the contract certified operator.
- Charlie explained the comparisons between 230V and 208V pump that was requested. Due to “Dirty power” as it was explained by the NHEC Andover crew, 208V will phase. 230V doesn’t phase and will just burn. Charlie requested a 7.5 HP pump 208V. We received a 230V, 10 HP pump. We replaced pump 1 which was the new pump. Charlie suggested purchasing a back up pump identical to the pump we just installed for replacement as needed. It was agreed the commission would purchase a pump when the funding makes the purchase possible.
- The Commission discussed and reviewed bank statements and balances prior to payments to SKR, HACH and final payment to Barrett Electric . Sweep account has \$20,008. \$129.00 outstanding check to Amazon. Judy has online log in. \$2,504. In the money market leaves approx. \$85,000 in the Water Fund to pay current invoices. Monthly expenses run approx. \$1,300 plus compensations. The previous monthly cost was \$5,200.
- Charlie addressed meter readings for June. The working meter count is down to 91% system wide down from 96% previously. 5 accounts are consistently over 10,000 gals per month. The metered usage will be watched.
- Charlie provided an update regarding Miah and Cindy from Hazen and Sawyer on the D.E.S. lead and copper inventory requirements. 79% loan forgive if funding is approved, based on inventory. All applications are currently on hold. Need SKR, Danny, Gerry Desrochers and others sign visual inspection forms. Hazen and Sawyer request we get customers to photograph the service line coming through the foundation.
- CCR Certification is complete.
- Minutes were finalized for May. The Board received a 91-A request for a copy of the draft minutes. Handing Shaun a copy of the draft minutes rendered his 91-A moot. Shaun stated her was satisfied.
- The Commission further discussed the NHMBB Loan. Charlie explained the issue of the warrant article not being the way the Town proceeded to obtain loan funds over the ensuing 5 to 6 years. Charlie contests that equitable value was never applied to the Water Works for the debit service repayment and value before depreciation. The LOANS obtained were taken out by the Town of Hill, not Hill Water Works. The equity exists in the system but is not being appraised at value to the town. The bottom line is no longer “What Happened” but What Now? HWW equitable value of the system should be calculated by someone who can provide a viable estimate of equitable value after depreciation. Repayment of the loan prevents the upgrading required by D.E.S. The Town needs to take back its loan and begin repayment of debt as a Town of Hill Loan.

- The Water Works requires ownership transfer or management of the property and the building known as the Pump House. Shaun Bresnahan asserts this requires a Warrant Article at Town Meeting. Stephen suggested an intergovernmental agreement. Harold (public comment) suggested a lease in the interim that allows the Water Department be able to insure the property, building and contents. Charlie agrees the lease could be part of an intergovernmental agreement that could be approved by the Selectmen without having to wait for town meeting. Shaun reiterated disposition of Town property requires a vote of the legislative body – warrant article. Charlie to research requirements. Charlie states the issue can be researched between now and the July Selectman's meeting. Payment is due July 15th via electronic transfer. The next commissioners meeting is July 8th. The loan issue was tabled.
- Charlie made copies of meeting minutes for all present. Minutes were approved as presented.
- 91 – A request for a copy of the draft minutes was addressed. Shaun said “I’m good.” Moot point.
- Charlie raised again the issue of replacing touch pad with a radio transmitter. The commission suggests installing all that we currently possess. Current meter reader (Anthony) leaves in September. Charlie suggests we do the accounts on the outskirts including Marshall Bennett and then begin with town and commercial operations. School, Church, Apt buildings, Streets and Highways, etc. The Commissioners agreed. Installation shall proceed as the schedule allows. The current cost to metered accounts will be cost of meter only. Installation will be billed to the Water Works.

Having no other business – Stephen made a motion to adjourn. Charlie seconded. Motion passed unanimously by Tony. The meeting was closed at 8:15 p.m. The recording was stopped.

Respectfully Submitted

Charles Estes
Superintendent / Water Commissioner