



Hill Water Works – Commissioners Meeting

Meeting Minutes

* **APPROVED** *

August 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 Stephen Thomson and Anthony Cartier, Chairman and Charles Estes

Public Attendance – Harold Knott

Audio recorder was started. – Tony opened the meeting open at 6:38 p.m.

Approval of Previous Minutes – Charlie referred to minutes electronically. Minutes were reviewed. Charlie suggested a couple additions and pointed out a few typo errors. Stephen made a motion to accept the minutes as Amended. Charlie seconded. Tony called for a vote. Motion passed unanimously.

Old Business-

- Pump Systems Update – Randal Suozzo of N.H. D.E.S. performed the Sanitary Site Survey on July 31st at 9:30 a.m. Reviewed was the Tank Site, Pump House, Treatment Facility, Pumping Station, Wells and the Wellhead Protection Area.
- HARCROS Chemical application has been fully submitted. Account has been approved. Delivery shall be at the Pump House. Harcros is satisfied with deliveries there year-round.
- Property Lien for unpaid Water Bills and The M.O.U. was discussed again. Further discussion is required.

New Business –

- The Commission reviewed a proposal for collections of unpaid water fees. Stephen made a motion to approve a collection policy implementing “Shut Off” or interruption of service after 72 hours notice with restoration after receipt of a 25% payment on the past due balance and requirement to remain current or face potential lien of property. The Commission approved 3rd party collections or the same tactics including report to credit reporting agencies and lien in persistently past due accounts. The Commissioners discussed again the possibility of the Water Works implementing liens for unpaid water fees. It was confirmed the water department can institute a statutory lien for delinquency after proper notice and collection efforts have been exhausted. ***Pursuant to NH RSA 38:22 (c) If the official or board responsible for administering the municipal utility has not committed the charges to the collector of taxes, the municipality shall have a lien upon the real estate where the services were furnished and the lien shall***

continue for 18 months from the date of the last unpaid bill, unless the municipality records in the registry of deeds for the county in which the land is situated a notice of lien, in which case the lien shall continue for 6 years from the date of the last unpaid bill. The lien may be enforced in a suit by the municipality against the owner of the real estate. In such a suit, the municipality shall have the right to a judgment for per year charges, interest at the rate of 12 percent from the date of the last unpaid bill to the date of judgment, and costs. The records in the municipal department which furnished the services shall be sufficient notice to maintain suit upon the lien against subsequent purchasers or attaching creditors of the real estate.

- Pump Systems remains the Certified Water Operator – John Benham replaces Dale Thayer. No effect to the current contract.
- The Water Commission continues to add remote transmitters for meter reading. The Commission will continue until all accounts possible are updated.
- The Commission discussed and requested Charlie continue to update the water policy for Commission approval. Charlie to provide an update for review in September.
- The Water Commission approved an abatement of fees to Foden Realty Holdings for over billed flat rates related to accounts having vacancies. Charlie will finalize a review and draft an abatement letter with a total.
- Charlie, Stephen and Tony each commented on the Fire Department's support and the support of Jaime Moulton working with Chief Scott Richard to provide support for DES's mobilization to the Tank Site for the Inspection. Thank you to Chief Richard and Fire Fighter Moulton.
- Charlie apprised the board of deposit and a hole in the accounting process that allowed for the possibility of funds paid into the water department to have been displaced without accountability. Charlie will continue to identify these loopholes and will amends operations to adjust for deficiencies.
- The Water Commissioners still seek an explanation of retained earnings, how and why the retained earnings are being reduced by continuing to pay off the NHMBB Loan? Stephen informed the board that monthly reports were still being supplied to Lisa by the treasurer despite the Commission's instructions to stop providing monthly reports to the municipality.
- Charlie to contact Core and Main to see if we can get more 510M radio transmitters. He will report back.

Having no other business – Charlie made a motion to adjourn. Stephen seconded. Motion passed unanimously Tony closed the meeting at approx. 7:55 p.m. The recording was stopped.

Respectfully Submitted
Charles Estes
Superintendent / Water Commissioner