



Hill Water Works – Commissioners Meeting

Meeting Minutes

*** APPROVED ***

October 20th, 2025

Special Meeting – The regularly scheduled Water Commissioner's meeting was postponed and rescheduled and properly posted for Oct. 20th, 2025 to be 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

Tony opened the meeting open at 6:33 p.m.

Approval of Previous Minutes – Charlie provided copies of the previous minutes. Stephen made a motion to accept the minutes as presented. Tony seconded. Motion passed unanimously.

Old Business-

All old business has been concluded.

New Business –

- The Commission discussed again the need to circle back with the Fire Department for Hydrant Flushing. STILL NO RESSPONSE. Will have to push off until Spring.
- The Commission received notice from D.E.S. that there was a deficiency noted in the Site Survey that required a corrective action plan (CAP). The board approved the CAP Charlie provided and a copy was submitted to D.E.S.. D.E.S. Accepted and Approved the CAP and follow-up emails. As noted, the deficiencies had been corrected. The D.E.S. records reflect the CAP APPROVAL. Case closed.
- Unresolved issues continue at the Pump House. The commission is looking at alternative options for monthly support. The Commission reviewed and discussed a service contract proposal by Laura DeFazio, as an independent sub contractor. A second party has requested to meet. Charlie will get the second proposal and will compare before making a referral.
- The board reviewed bank statements, open invoices and discussed the financials. The discussion included the monthly expenses, discussion of one open invoice with SKR Site Services, another invoice for chemical from P.S.I. and a review of the total amount spent in 2025 for the pump house upgrades. Upon reflection, the Commission agrees the financials of the water department are much better than

previous years. Steven asked the status of the budget for 2026. Charlie said he will have a budget prepared for the next meeting in November. Harold spoke up and informed the board that It was stated on October 16th at the first meeting that the Budget Committee will be expecting a budget presentation from the Water Department. Harold stated that the Budget Committee will be holding a meeting requesting all departments attend in November. There has been no notice of a meeting received as of this date. DISCUSSION - In the two years previous, the Water Commission has disputed the budget committee's requirement of the water department budget presentation as part of the Town's operating budget. Each time the Water Commission acquiesced and provided a copy of the budget in the form of presentation, stating each year – this will be the last time. During 2025, Charlie and Stephen both corresponded with NH D.R.A. and the Town's auditing firm. New Hampshire R.S.A. outlines that the Public Utility will provide the municipality with a Statement of Financial Affairs to be included in the towns annual report. As confirmed with New Hampshire D.R.A. and the town's auditing firm that the budget for the water department is merely reported in the audit but is not included in the town's operating budget for the purpose of taxation, the Water Commission therefore will not engage in the budget committee's presentation process. The Commission will abide by the statutory requirement of providing a copy of the current financial status for the purpose of submission in the annual Town report. Charlie will write a letter for the budget committee that will be signed by the three water commissioners. All three commissioners unanimously agreed to this proposal. No motion is required. It is a statutory requirement.

- Tony presented the Water Commission with a proposal to purchase a generator. Charlie made a motion to purchase the generator and have it delivered to Harold's garage for him to go over the generator and if possible, convert it from natural gas to propane. Tony seconded the motion. The motion passed unanimously. Tony to follow up on the purchase.
- The commission having no other business – Stephen made a motion to adjourn. Charlie seconded. Motion passed unanimously Tony closed the meeting at approx. 7:50 p.m.

Respectfully Submitted
Charles Estes
Superintendent / Water Commissioner