

**HILL WATER WORKS**  
**COMMISSIONER MEETING MINUTES**  
November 28, 2007

Called to order by Gerard Desrochers @ 7:10pm.

**In Attendance**

Commissioner, Gerard Desrochers  
Commissioner, Gerald Weinert  
Commissioner, Thomas Wallace  
Secretary, Desiree L. Mahurin

**Guests**

Ronald Trudel, water customer  
Jesse Johnson, water customer  
Robert Morency, RCAP Solutions

**NEW BUSINESS:**

**Ronald Trudel** – Mr. Trudel came in to speak to the Commissioners regarding the finance fees charged to his account for delinquent balances. Mr. Trudel had been delinquent in paying his account due to fact that he had concerns with the ownership of the line on 10<sup>th</sup> Mountain Road. Since the ownership issue has been resolved, he has agreed to pay his account in full if the Commissioners would abate the amount of \$34.85 in fees. The Commissioners agreed to abate the fees in exchange for Mr. Trudel signing an easement to the shut off valve on his property which is outside of the 10<sup>th</sup> Mountain Road right of way.

Mr. Trudel thanked the commissioners for fixing the ownership issue on 10<sup>th</sup> Mountain Road.

**Jesse Johnson** – Mr. Johnson expressed an issue he has with the way the water line near his property was fixed approximately 2 years ago. According to Mr. Johnson after repairing the water line and back filling the soil and swaling it, Mr. Johnson has had a major water issue in his yard. Raymond Judd was the contractor, who was hired by the Water Commissioners at the time. Mr. Judd made the repairs to the line that service from New Chester Road to Cross Road.

Mr. Johnson showed some pictures of his yard at different points in time, which showed a substantial amount of water present in his yard. Mr. Johnson purchased soil and did some excavation work in his yard to correct what he feels is Mr. Judd and the Water Commissioners fault. He is now requesting that the Commissioners reimburse him for his expenses of \$940.00 and would like a credit posted to his water account for \$600.00 for personal damages and inconveniences.

The Commissioners advised Mr. Johnson that they will take this under advisement and research the issue before any decisions can be made.

**Robert Morency, RCAP Solutions** – Mr. Morency came in to offer training and technical assistance to the Commissioners. RCAP Solutions offers grant funded programs for water systems using the rules of EPA and State and Federal Safe Drinking Water Acts.

The particular training session offered this evening by Mr. Morency was to help ensure Sustainability by Management, Full Cost Pricing, Water Conservation and Watershed Protection. After showing a power point presentation based on the above, some of the items determined that Hill Water Works should work on are: By-laws, update the emergency plan, create an asset schedule and get verification of insurance coverage.

**Commissioners Compensation** – A motion was made to pay Commissioner Desrochers and Commissioner Wallace for hours worked for flushing hydrants.

MOVED: Gerald Weinert                      SECONDED: Gerard Desrochers  
VOTED: PASSED as MOVED

**OLD BUSINESS:**

**Rural Development Grant** – The Commissioners reviewed correspondence from Andy Sharpe regarding the grant and updated quotes for material and installation of meters.

**Sanitary Protection Area (SPA)**– Reviewed correspondence from Brandon Parker owner of R10-2-1, part of SPA. Mr. Parker expressed that he is willing to grant the easement for the SPA.

**REGULAR BUSINESS:**

Accepted minutes of November 14, 2007 & reviewed the YTD Budget Report

Approved bills to be paid by Treasurer as follows:

Total Warrant = \$14.00

MOVED: Gerard Desrochers                      SECONDED: Gerald Weinert

VOTED: PASSED as MOVED

Meeting adjourned 9:30 pm

**Next meeting December 12, 2007**

Respectfully submitted by: Desiree L. Mahurin, Secretary

**HILL WATER WORKS (TX)**  
**YTD BUDGET**  
 January 1 through November 28, 2007

	Jan 1 - Nov 28, 07	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Interest on General Fund	385.69	0.00	385.69
<b>4010 · Fees</b>			
4011 · INTEREST INCOME	110.03	0.00	110.03
4012 · LIEN COSTS	87.50	0.00	87.50
4013 · CONNECTION FEES	250.00	0.00	250.00
4014 · DELINQUENT NOTICE FEES	121.00	0.00	121.00
4015 · MISC FEES	0.00	0.00	0.00
4010 · Fees - Other	0.00	400.00	-400.00
<b>Total 4010 · Fees</b>	<b>568.53</b>	<b>400.00</b>	<b>168.53</b>
<b>4050 · Water Service Fees (Usage)</b>			
4051 · Lien \$ from Town(Cust balances)	0.00	0.00	0.00
4050 · Water Service Fees (Usage) - Other	76,278.14	85,116.00	-8,837.86
<b>Total 4050 · Water Service Fees (Usage)</b>	<b>76,278.14</b>	<b>85,116.00</b>	<b>-8,837.86</b>
4060 · Hydrant Fees	500.00	500.00	0.00
4100 · NH-DES SRF GRANT	0.00	0.00	0.00
<b>Total Income</b>	<b>77,732.36</b>	<b>86,016.00</b>	<b>-8,283.64</b>
<b>Expense</b>			
ADVERTISING	61.76	700.00	-638.24
HYDRANT FLUSHING	374.00	0.00	374.00
LEGAL FEES	465.05	1,000.00	-534.95
<b>MISC EXPENSES</b>			
ASSOCIATION DUES	115.00	100.00	15.00
BANK FEES & ADJS	37.80	20.00	17.80
MILEAGE REIMBURSEMENT	156.80	100.00	56.80
MISC EXPENSE	33.45	0.00	33.45
TRAINING	25.00	100.00	-75.00
MISC EXPENSES - Other	0.00	0.00	0.00
<b>Total MISC EXPENSES</b>	<b>368.05</b>	<b>320.00</b>	<b>48.05</b>
<b>NEW EQUIPMENT/TOOLS</b>			
NEW EQUIPMENT	132.32	0.00	132.32
SMALL TOOLS	86.60	0.00	86.60
NEW EQUIPMENT/TOOLS - Other	0.00	1,000.00	-1,000.00
<b>Total NEW EQUIPMENT/TOOLS</b>	<b>218.92</b>	<b>1,000.00</b>	<b>-781.08</b>
<b>NH DES LOAN PMT</b>			
Int/Fee pmt	8,587.34	0.00	8,587.34
Principal pmt expense	6,591.30	0.00	6,591.30
NH DES LOAN PMT - Other	0.00	13,879.00	-13,879.00
<b>Total NH DES LOAN PMT</b>	<b>15,178.64</b>	<b>13,879.00</b>	<b>1,299.64</b>
<b>OFFICE SUPPLIES</b>			
CHECK/DEP TKT ORDERS	0.00	0.00	0.00
POSTAGE/ENVELOPES	1,560.57	1,295.00	265.57
SUPPLIES	60.86	75.00	-14.14
OFFICE SUPPLIES - Other	0.00	0.00	0.00
<b>Total OFFICE SUPPLIES</b>	<b>1,621.43</b>	<b>1,370.00</b>	<b>251.43</b>
<b>SUB-CONTRACTED SERVICES</b>			
<b>MISC CONTRACTORS</b>			
<b>PUMP SYSTEMS</b>			
Breaks & low pressure calls	2,109.05	1,400.00	709.05
CCR Reporting	150.00	150.00	0.00
Lab Fees	1,622.00	1,415.00	207.00
Pump House equipment	456.75	0.00	456.75
Pump House Monitoring	3,225.00	3,600.00	-375.00
Water treatment-caustic,chlorin	6,396.25	11,846.00	-5,449.75
PUMP SYSTEMS - Other	0.00	0.00	0.00
<b>Total PUMP SYSTEMS</b>	<b>13,959.05</b>	<b>18,411.00</b>	<b>-4,451.95</b>
<b>RD EDMUNDS &amp; SONS</b>	<b>11,635.00</b>	<b>20,000.00</b>	<b>-8,365.00</b>

**HILL WATER WORKS (TX)**  
**YTD BUDGET**  
 January 1 through November 28, 2007

	Jan 1 - Nov 28, 07	Budget	\$ Over Budget
<b>TAX COLLECTOR</b>			
Billing Service	2,000.00	2,600.00	-600.00
TAX COLLECTOR - Other	0.00	0.00	0.00
<b>Total TAX COLLECTOR</b>	2,000.00	2,600.00	-600.00
<b>SUB-CONTRACTED SERVICES - Other</b>	0.00	0.00	0.00
<b>Total SUB-CONTRACTED SERVICES</b>	31,239.85	41,511.00	-10,271.15
<b>SYSTEM UPGRADES</b>			
ENGINEERING SERVICES	12,362.84	5,523.00	6,839.84
MISC UPGRADES	1,842.40	0.00	1,842.40
PUMP HOUSE IMPROVEMENTS	0.00	0.00	0.00
SYSTEM UPGRADES - Other	0.00	0.00	0.00
<b>Total SYSTEM UPGRADES</b>	14,205.24	5,523.00	8,682.24
<b>UTILITIES</b>			
Electric	5,434.93	11,008.00	-5,573.07
Telephone	842.49	760.00	82.49
UTILITIES - Other	0.00	0.00	0.00
<b>Total UTILITIES</b>	6,277.42	11,768.00	-5,490.58
<b>WAGES</b>			
COMMISSIONER WAGES	1,545.00	2,100.00	-555.00
SECRETARY WAGES	612.60	2,010.00	-1,397.40
TAX ON WAGES	241.47	362.00	-120.53
TREASURER WAGES	625.00	625.00	0.00
WAGES - Other	0.00	0.00	0.00
<b>Total WAGES</b>	3,024.07	5,097.00	-2,072.93
<b>WATER TESTING</b>			
NHDES	857.00	964.00	-107.00
WATER TESTING - Other	0.00	0.00	0.00
<b>Total WATER TESTING</b>	857.00	964.00	-107.00
<b>Total Expense</b>	73,891.43	83,132.00	-9,240.57
<b>Net Ordinary Income</b>	3,840.93	2,884.00	956.93
<b>Other Income/Expense</b>			
<b>Other Income</b>			
BILLING SERVICE EXPENSE	0.00	0.00	0.00
Lien entry	0.00	0.00	0.00
PRIOR YR INCOME CORRECTION	0.00	0.00	0.00
REIMBURSABLE DAMAGES	435.00	0.00	435.00
<b>Total Other Income</b>	435.00	0.00	435.00
<b>Other Expense</b>			
Abatements	164.00	0.00	164.00
BACK-UP WELL/UNDERWOOD ENGR	0.00	0.00	0.00
4900 · Lien Transactions			
4901 · Delinquent Bal Liened	0.00	0.00	0.00
4902 · Costs	0.00	0.00	0.00
4900 · Lien Transactions - Other	0.00	0.00	0.00
<b>Total 4900 · Lien Transactions</b>	0.00	0.00	0.00
<b>Total Other Expense</b>	164.00	0.00	164.00
<b>Net Other Income</b>	271.00	0.00	271.00
<b>Net Income</b>	4,111.93	2,884.00	1,227.93

**Gerard Desrochers - RE: Update**

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**From:** "Andy Sharpe"  
**To:** "Gerard Desrochers"  
**Date:** 11/28/2007 2:26 PM  
**Subject:** RE: Update

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Gerry,

Just returned after being out of the office for the past day and a half. Finalizing our reply to RD is next on my list. Could you please send me the revised meter quote so I can include it?

It is my understanding that the plumbing/building code requires an expansion tank on the potable hot water supply when the house plumbing is isolated from the distribution system. Therefore, the answer is yes, an expansion tank is required for every service. Also, a larger expansion tank may be required for those services that have multiple hot water tanks such as an apartment building that has one water service connection but multiple apartments being served from the single connection. The licensed plumber who will be responsible for overseeing the installation of the meters, backflow preventers, etc. will know how big the expansion tanks will need to be.

A pressure reducing valve on those services having high pressure is a good idea. Nonetheless, we will need to be sensitive to the possibility that the customer feeling like their service has somehow been degraded as a result of lowering the pressure.

Andy

Andrew J. Sharpe, P.E.  
**PROVAN & LORBER, INC.**  
53 Maple Street, P.O. Box 389  
Contoocook, NH 03229-0389  
Phone: 603-746-3220  
Fax: 603-746-5642  
Email: [asharpe@provan-lorber.com](mailto:asharpe@provan-lorber.com)

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**From:** Gerard Desrochers [mailto:[desrocgr@watts.com](mailto:desrocgr@watts.com)]  
**Sent:** Tuesday, November 27, 2007 3:30 PM  
**To:** Andy Sharpe  
**Subject:** Update

Andy,

How are you doing with the final replies for USDA RD and the aligning of the various cost figures between all the documents?

I called Stiles and Troupe to get updated estimates for the water meter materials and installation. The estimates they gave Mark Dow are now more than 1-1/2 years old. Stiles doesn't sell expansion tanks. Do we really need to plan on 1 for each house? Please look at the attached info for the potable expansion tanks that Watts sells. Which one would we need? What about pressure reducing valves where we have significant supply pressure (70# and up), if one isn't already installed?

Thanks.

Jerry

S...s Company

Item #	DESCRIPTION	3/29/2006	11/28/2007
BM25B-11	MOD 25 BZ 1/2x7-1/2 BODY (Meter base)	31.00	36.00
BM25R-1	M25 REMOTE CF (Meter head & outside remote)	28.00	41.00
FBKH-1	NO 1 KORNER HORN 1/2 MTR (Horn)	23.00	31.50
W-7 FOR 123 K	WATTS #0061786 3/4 IN DUAL CK FOR KORNER HORN (Check valve)	42.00	60.00
FBKHBV-1 W/H	#1-2-3 K HORN BL VL (Horn valve)	22.00	31.50
FBPJA4-13	3/4 COP J x 123 K HORN APT (Horn adapters need 2)	6.00	7.70
		158.00	215.40
BPROM-1000 W	20937-00400 (Remote wire est. 2 1000 ft spools)	125.00	175.00

Troupte Water Services

Install Badger meter with remote read or touch pad standard installation	135.00	142.50
Meter replacement appointments	55 / hr	27.50 ea
Expansion tank install (labor only or labor + tank??)	55.00	75.00
Work above a standard install (plumbing repairs, upgrades, etc.)	65 / hr	65 / hr

Total for 135 installs 47,230.00 58,791.50

Design needed - Mobile home park - single meter - pit installation

**Stiles Company**

Water works Products

922 Pleasant Street  
 North Andover, MA 02062  
 800-426-6246  
 Federal ID: 04-2779533

*Jerry Durocher*

**QUOTATION**

Quotation #: **002491**

Page 1 of 1

**SOLD TO:**

Hill Water Department  
  
 764 Route 3A  
 Hill, NH 03243

**SHIPPED TO:**

Hill Water Department  
  
 764 Route 3A  
 Hill, NH 03243

QUOTE DATE

EXPIRATION DATE

YOUR ORDER #

PAYMENT TERMS

ENTERED BY

SHIPPED VIA

11/28/2007

5/28/2008

SCS

Quantity	Item #	Description	Price	Amount
172	BM25B-11	MOD 25 BZ 1/2X7-1/2 BODY	\$36.00	\$6,192.00
172	BM25R-1	M25 REMOTE CF	\$41.00	\$7,052.00
172	FBKH-1	NO 1 KORNER HORN 1/2 MTR	\$31.50	\$5,418.00
172	W-7 FOR 123 K	WATTS # 0061786 3/4 IN DUAL CK FOR KORNER HORN	\$60.00	\$10,320.00
172	FBKHBV-1 W/H	#1-2-3 K HORN BL VL	\$31.50	\$5,418.00
344	FBPJA4-13	3/4COPJ X 123 k HORN APT	\$7.70	\$2,648.80
2	BPROM-1000 W	20937-00400	\$175.00	\$350.00

*Linda P. Stiles*

978-582-0039

SUBTOTAL:	\$37,398.80
FREIGHT:	\$0.00
	\$0.00
	\$0.00
OTHER:	\$0.00
TOTAL:	\$37,398.80

# TWS

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## TROUPE WATER SERVICES, LLC

P.O. Box 4402 • Windham, New Hampshire 03087

tel/1.866.928.9355 • fax/1.603.434.9377

Kathy@troupewaterservice.com

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**TO:** Jerry

**FAX:** 603.934-1399

**FROM:** Kathy

**RE:** Water Meter installation proposal

**DATE:** 11.28.07

**PAGES:** 3

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Hi Jerry,

Here is the proposal you requested. If you have any questions, please feel free to give me a call at 434.9355.

Kathy

# TWS

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## TROUPE WATER SERVICES, LLC

6 Ledge Rd. Unit 3 • Windham, New Hampshire 03087

tel/866.928.9355 • fax/603.434.9377

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November 28, 2007

1. Project Proposal:

Troupe Water Services, LLC, based at 6 Ledge Road, Unit 3, Windham, New Hampshire, 03087, is a twenty-four hour water distribution system maintenance and repair company with over thirty-five years of direct experience in the water distribution and treatment field.

Troupe Water Services, LLC, proposes to install residential Badger water meters with remote read or touch pad for Hill, New Hampshire upon acceptance of this proposed agreement.

2. Project Approach and Work Program:

- A. Troupe Water Services, LLC, will customize the meter replacement agreement to fit the specific needs of Hill, New Hampshire.
- B. Troupe Water Services, LLC, will deliver exceptional customer service to the residents of the Town of Hill, New Hampshire. Our insistence upon superior customer service, along with our technical skills and extensive industry knowledge clearly set us apart from other meter replacement companies.
- C. Troupe Water Services, LLC has the capabilities and resources required to replace as many meters as Hill, New Hampshire needs, while adhering to the Town's project completion deadline.

3. Scope of Work:

- A. To install Badger water meters with remote read or touch pad for the Town of Hill, New Hampshire.
- B. Provide a completed meter installation form for each installation.
- C. To respond to the customers of Hill, New Hampshire's questions or concerns in a understanding, sensitive and timely fashion.

4. Extent of Services:

- A. Troupe Water Services, LLC, will install Badger water meters with the remote read or touch pad for \$142.50 per meter per standard installation.
- B. Troupe Water Services, LLC can schedule meter replacement appointments for the cost of \$55.00 per hour. Certain conditions apply and will be outlined under separate cover.
- C. Troupe Water Services, LLC will charge \$75.00 per expansion tank installation.

- D. Troupe Water Services, LLC will charge \$65.00 per hour plus the cost of materials supplied by Troupe Water Services, LLC for any work above a standard installation (plumbing, repairs, upgrades, etc.).

These prices reflect Stiles Company supplying all materials.

5. Payment Schedules and Reports:

- A. Troupe Water Services, LLC, will submit monthly invoices for work completed in the prior month. Payment is due within thirty days to avoid the incurrence of additional finance charges.
- B. Troupe Water Services, LLC, will provide a monthly progress report for all activities completed in the prior month.

If you are in agreement with the terms stated in this proposal, an original will be sent to you for your signature. Prices are valid for 90 days from the date at the top of page one.

Should you have any questions about the contents of this proposal please contact Randy Troupe at 866.928.9355.