

North Haverhill Water & Light District

Minutes of the April 19, 2021 meeting.

- * The meeting was called to order at 5:30 PM at the North Haverhill United Methodist Church Christian education building.

- * Those present: Dennis Fournier, Cheryl Marchetti, Pam Kinder, John Page, Bob Fagnant, Cara Kimball and Althea Page. Rich Clifford was absent. Dennis made a motion to select Rich Clifford as chairman. Cheryl seconded the motion and both commissioners approved it. **Congratulations Rich!**

- * Others: Preston Hatch.

- * Reviewed minutes of the March 16, 2021 annual and monthly meetings. Dennis made a motion to accept the minutes, which Cheryl seconded, and the commissioners approved. The Commissioners signed the annual minutes.

- * Appearances: Preston Hatch.
Preston attended the meeting to contest the \$3300 in charges to repair damage to the water line last October. He understood that he would only have to pay the \$800 hookup fee. Cara said she had spoken to Rich about the situation and, after thinking about it, decided that we would have to have fixed the problem anyway. He was good with calling it a wash as was Bob. Dennis and Cheryl concurred so all he will pay is the \$800 hookup fee and usage.

- * Bookkeeping – Cara
 - ** First quarter water billing has been completed. Bob said there were only a few meters that didn't read and he thought we would have to go to Rob Longo to figure out what's wrong. Samantha Norcross' meter read bad again even after changing the radio. Carl Blaisdell will probably end up with a credit because somehow his house and apartment building ended up with the same readings.
 - ** The Commissioners signed the contract to have Rob Longo do water billing. The cost is \$3.60 per bill.
 - ** David & Susan Hastings owe \$1100+. Cara sent them a letter, but they have not responded. They won't answer phone calls. August 19, 2018 was the last time they paid a water bill. They did have a bad radio but still should have known that they at least owed the flat rate for those four billing cycles. Bob did change the radio once he knew it was bad. Their bill was delinquent even before that period of time when they were not billed. Pam suggested sending them a bill for \$500 to settle the matter. Their

total bill now is \$1,156.53. Dennis made a motion to send a bill for \$500 with the stipulation that the bill either be paid in full by May 19th or a payment be set up with Cara. If neither of these options is complied with, their water will be shut off. Cheryl seconded the motion and both commissioners approved it.

** Cara said she was finally able to contact Laura Wilson who had a surplus amount of money in her account. She was fine with just leaving it there.

** James Smart has paid nothing on his account. He had not been billed since 2016 when we shut his water off. \$500 was paid on the account on April 27, 2019. The meter was never turned on in Rapid Read. Cara told him he would at least have to pay the flat rate. From 4/27/2019, he had \$407.78 in usage. His total bill is \$917.52. The commissioners decided to have Cara not bill him for the eight quarters flat rate but to bill him the \$407.78 in water usage. Cara will send him a letter notifying him of this and giving him until May 19th to either pay the bill in full or set up a payment plan with her or have his water shut off.

** Erik White of Erik's Auto Body has not paid his bill. When Cara first spoke to him and explained to him that the money he thought he was paying for water was actually going to the town for his sewer hookup, he was OK with her explanation and agreed to pay what he owed for water. He was never billed. His total bill is \$1,467.80, which includes his \$800 hookup fee. The commissioners were OK with billing him \$895.40, which would include the hookup fee and last quarter flat rate. Cara will send him a letter notifying him of this and giving him until May 19th to either pay the bill in full or set up a payment plan with her or have his water shut off.

** Cara has finished and sent in the USDA report. They said we could refinance at a local bank if we wanted to. Our outstanding balance is \$604,000. Cara will contact Scott Horne at WGSB to see about a loan.

** Concerning an audit, Cara spoke with Sheryl Pratt at Plodzik & Sanderson, P.A., an auditing firm in Concord. She said that Sandi Pierce did get in touch with them but they could never make contact with her after that. So an audit was never started, contrary to what Sandi told us. Sheryl suggested we might want to contact Cohos Advisors who could do what would basically be a pre-audit. Cara did speak with them. They would need about four hours, at \$150 per hour. That \$600 would most likely be money well spent. The commissioners will make a final decision once Pam gets the books reconciled. We do know that DRA needs audits for 2019 and 2020.

** Another problem that has to be figured out is that the past bookkeeper withheld payroll taxes but never sent the money to the federal government. We started doing payroll in 2017. So now we have four-years of problems to figure out. (Note: I'm including this information that Pam received on 4/21 from Sandi because it is pertinent to this discussion. "I messaged Sandi. She says she filed quarterly with the IRS from their site and the payment was ACH EFTPS. She did the employment security reporting through Primex not NHES website." This will have to be researched.

** Dennis wondered if we have all of the files back from Sandi. Rich was supposed to get them from her. No one has heard from her.

** John brought an ad he cut out of the Journal Opinion from Mountain Milk advertising bulk water hauling. He wondered if anyone knew the new owner of Mt. Milk and whether or not this person knew how John Aldrich got his bulk water. No one knows

Mr. Domingue. John will email him to ask him what his intentions are concerning the sale of water.

** Cara noted that Quick Books was acting weird today. She discovered that she has two separate Quick Books programs on her computer and we are paying for both. She finally got through to a live person at the company. We do indeed have two versions on the computer and are paying over \$200 a month for them, which is ridiculous because Quick Books Pro only costs \$400 a year. She had to cut her call with him short and asked him to call her back but he never did. She will try calling again tomorrow.

** Pam asked if there are job descriptions for the elected positions and no one could answer her question. Cara will have to get everything straightened out before she can train Althea. Another problem that cropped up is that Sandi never posted what Visa purchase were for. The two credit cards we have are with WGSB so Pam will try to get the credit card access to Cara so she can look at old bills to see what the purchases were for.

** Cara said she was talking to Rich one day and he wondered if it would be easier on us if we just ended metering and just charged everyone a flat rate. Bob said that the water project was done in 2003 and one of the requirements was that all customers had to have water meters installed but we did not have to read them. Bob did say that he thought it would not be fair to charge customers using large amounts of water the same as those using small amounts. It is something to think about though.

** The new phone number for the precinct is 603-348-3686.

* Treasurer – Pam

** The commissioners signed the monthly manifest.

** The commissioners reviewed the delinquent list.

* Water department – Bob Fagnant

** Water flows are down since the leak on Cold Spring Drive was repaired.

** There was a brief discussion about the results of the sanitary survey. At some point, a plan will have to be written to ensure property owners inspect their back flow preventers. We'll need to look at starting to replace water meters, probably at the rate of 40 – 50 a year. Asset management will be very time consuming. The next survey will be in two years. If these identified areas aren't addressed they will become major discrepancies. Bob plans on retiring in September of 2023, so we need to have a succession plan in place. We pretty much do now with Woodsville Water & Light being available to us. We will probably need to sign a contract with them.

** Ben Moulton plans on building a house on Airport Road and needed some information on getting water, which Cara gave him.

Other :

** Because the hanging flower baskets went way over budget last year, the commissioners decided not to do them this year but concentrate on refurbishing the North Haverhill signs on each end of the precinct.

There was no further discussion and Dennis made a motion to adjourn the meeting at 7:49 PM. Cheryl seconded the motion and the commissioners approved it. The next meeting will be on May 18, 2021 at 5:30 PM at the church.

Respectfully submitted,
John. E. Page, Clerk