

North Haverhill Water & Light District

Minutes of the August 17, 2021 meeting.

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

- * Those present: Rich Clifford, Dennis Fournier, Cheryl Marchetti, John Page, Luanne Fournier, Bob Fagnant , Carol Norcross and Sarah Tucker.

- * Others: None.

- * Reviewed minutes of the July 20, 2021 meeting. Rich made a motion to accept the minutes, which Cheryl seconded, and the commissioners approved.

- * Appearances: None.

- * Updates from previous meetings:
 - **Treasurer: Luanne Fournier
 - *** Dennis said that Carol needs to sign the bank card, which can be taken back to the bank tomorrow. She will then be able to sign checks if Luanne is unable to do it. He said he met with Jon Hobbs from the Woodsville Guaranty Savings Bank thinking that the loan paperwork was all set, but he needed more information. Jon Hobbs dropped off the signature card at the Fourniers today.
 - *** Rich stated that the refurbishment of the North Haverhill signs is almost complete. He is donating his time.
 - *** Sarah reported that she has still not received the stipend money for the fire department. She'll check again.
 - *** Concerning the ARP funds, Rich said that we needed to have had some plan in place prior to March 3, 2021 in order to be eligible. He said the amount is down now to only \$28,000 and there are a lot of stipulations attached to it. He did say that the town is planning on installing four crosswalks. Carol asked if they would be installed this year and Rich told her they would not. Rich and Sarah have put in a lot of time on thinking about how to use the ARP funds. We would have like to have used it to help pay for new water meters.

- * Bookkeeper: Sarah Tucker
 - ** The commissioners reviewed and signed the monthly manifest.
 - ** Sarah reviewed the 2021 budget with the commissioners. She was quite clear when she told the commissioners that she would not touch any financial records

prior to 2021. We have hired Greg Colby to reconstruct the books from the past few years. Sarah noted that we budgeted a \$1,500 donation to the North Haverhill library, but the money was never paid to them. Another glaring problem is the fact that the commissioners knew that they were going to be receiving rental income for the fire station but it is not reflected anywhere in the budget. She said that the commissioners need to be more proactive in dealing with the issues. She was hired as a bookkeeper, not an administrative assistant like she is for Haverhill Corner.

The budget needs to be broken into more specific categories. There is no way to look at the budget and see where funds are being spent when you look at a single line item for, say \$52,000.

Sarah asked who pays for hydrants. The water department owns and pays for them, but all residents of the precinct have use of them for fire protection and should be paying for that coverage. Haverhill Corner charges all residents of their precinct \$20 per quarter. We should consider either doing that or moving the hydrants to the precinct account so everybody would be paying for them. That would include all mowing, maintenance, painting etc.

Sarah said that she is not going after delinquent water customers right now. She thought it best to let the dust settle a bit. She does, however, have a list of delinquent customers.

Concerning the request for documents/information from Mrs. Hastings, Sarah said she was able to get an extension of four weeks. Sarah will be the focal point for all data being collected.

The NHMA has courses and information available that the commissioners should avail themselves of so that they can ask Sarah meaningful questions.

Rich asked John to research the January – March minutes to see if there was any discussion concerning replacement of water meters.

Mr. Colby has started working to rebuild the 2020 books. He'll work backward from there.

* Water Department: Bob Fagnant

** Bob said he received a request from a person at 127 Brushwood Road asking for a water hook-up, but we have no record of receiving a letter asking for water service.

** All hydrants are free now, and Bob has applied never-seize to prevent them from freezing up again. He'll apply another coat when the fall flushing is done. Phil Blanchard has the paint to paint the hydrants. We can't get the jail inmates to paint them. Perhaps fire department personnel could do them. There are just a few over 40.

** Bob suggested we contact the Grafton County registrar of deeds to see if we can get a monthly list of all property transfers so we can better monitor water. Cheryl said she would call them and bring any information to the next meeting.

* Other:

** The commissioners decided that the precinct 'office' would be at the church annex where the files are currently located. Sarah has a key to the building so she can access files whenever she needs.

** Bob said that he had to shut the water off at Theda Fortier's at the street to fix a water problem at her house. The problem was repaired but we will need to find and repair the shut-off at her house.

** We need to consider budgeting in 2022 for a maintenance trailer filled with any tools/equipment that might be needed to go to a job site.

** Dennis said he called in four inoperative streetlights and wanted to know if anyone knew of any others.

There was no further discussion and Rich made a motion to adjourn the meeting at 7:05 PM. Cheryl seconded the motion and the commissioners approved it. The next meeting will be on September 21, 2021, 5:30 PM at the church.

Respectfully submitted,
John. E. Page, Clerk