

North Haverhill Water & Light District

Minutes of the July 20, 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, Bob Fagnant, and Sarah Tucker.

- * Others: Luanne Fournier and Kristen May.

- * Reviewed minutes of the June 15, 2021 meeting. Rich made a motion to accept the minutes, which Cheryl seconded, and the commissioners approved.

- * Appearances: Kristen May
Mrs. May came to the meeting to request that the commissioners consider installing crosswalks at various locations along the sidewalk. She has spoken to the town manager who asked the state about installing them at Rt. 116, Aldrich General Store and at the north end of the sidewalk. Kristen also thought there should be one crossing to the Dollar General store. The state informed the town manager that installation costs range from \$5,000 to \$15,000 per crosswalk. Kristen understood that the state would install them but the precinct would have to pay for them. She said she walks a lot and really feels that the crosswalks are needed. Rich told her that the commissioners did not budget for that expense so if they were to be installed it would have to be budgeted for next year. The subject will be discussed again at a later date. Rich did say that the town has a substantial sum of money coming in from the state and maybe the precinct could secure some of it to do the crosswalks. Kristen said she would follow up with the town manager and let the commissioners know what she finds out.

- * Administrative assistant: Sarah Tucker
 - ** The commissioners, at the last meeting and at Sarah's suggestion, decided to send a letter to everyone in the 03774 zip code introducing members of the precinct 'team' and including such information as how to contact everyone, an explanation of the billing procedure, meeting times and place, etc. Cheryl agreed to work on a draft. The phone number for the precinct is 603-348-3686. Sarah has that phone.
 - ** The commissioners met with the town's selectboard, town manager and assistant town manager in an open meeting at the Clifford building on July 8th. The meeting was requested by the town after Sarah met with the assistant town manager to get answers or seek guidance on certain precinct financial matters. The assistant town

manager became concerned because the precinct's financial woes could possibly affect the setting of the town's tax rate. The commissioners and Sarah were able to allay their fears. The precinct is doing everything they can as fast as they can to get everything straightened out.

** We received the NH Department of Labor's decision on Sandi Pierce's claim for unpaid wages. They ruled that her claim is valid and we must pay her the \$1242.00 she claimed she was owed. Sarah has the check ready to be mailed to the DOL. Rich said we now have all of the files that were in her possession.

** We received a letter from the state attorney general's office concerning the Hastings's water account. Mrs. Hastings argued that the precinct used fake meter readings, inaccurate software and claimed that Bob Fagnant works for Woodsville and North Haverhill. None of these assertions are correct. Bob has written a statement and we need one from Cara Kimball stating the facts of the case. It is unfortunate that her account got so messed up but we are doing everything we can to resolve the issue. She has not paid a water bill since the 3rd quarter of 2018. Her outstanding balance at this time is \$1,156.53. Mrs. Hastings refused to sign for the certified letter we sent her and refuses to respond to any attempts to contact her. Sarah will create a new statement and Rich will email it to her. Bob shut her water off last month and has not turned it back on. We have to respond to the Attorney General's letter.

** Sarah met with Greg Colby last Friday. He comes highly recommended by Jamie Dow from NHDRA. He is willing to take on the job of rebuilding our books from 2017 on. It's going to be a very difficult and expensive job. Sarah has the files from 2017/18 to give to him. DRA needs the MS-535. The warrant and budget that John posted prior to the annual meeting were not valid. That is going to result in a special 2nd annual meeting to have precinct voters approve what they approved at the annual meeting. John asked what Mr. Colby will charge for his work and she said we won't know until he's done. The bottom line is that the work HAS to be done and he seems to be the guy to do it. The audits need to be done by September.

** The water bills were sent out. Sarah had some questions for Bob. We may end up having Rob Longo of Best Water do the billing. Rich asked about Mountain Milk's account because he fills pools and draws his water from the hydrant at the middle school. Rich thought maybe we should have some type of written agreement with him. Currently he meters the water he takes and pays us \$2.50 per thousand gallons. None of the commissioners thought he should be making a profit from our water. More on this at a later date.

** Sarah got us signed up for the QuickBooks program that we need at a cost of \$600 per year. We were paying \$200-\$300 per month previously. This new program will also let her do payroll.

** Sarah was curious why the precinct went to a quarterly pay schedule. Rich said the requirement came from the former town manager who was also the precinct's auditor. It had something to do with taxes. Sarah asked Bob how he would prefer to be paid and he told her monthly, which she will start doing. The commissioners, clerk and treasurer receive stipends and, for now at least, will continue to receive them quarterly. The issue can be revisited toward the end of the year.

** Last year we were supposed to have received some money from the state to be paid to firefighters and first responders. Sarah checked with the state and was

able to find that a check was issued but never cashed. They will reissue the check and Sarah will deposit into our account and then transfer it to the town to be paid out.

** Luanne Fournier came to the meeting to express interest in filling the empty position as treasurer but had a few questions about the job. Sarah told her that she would be responsible for protecting the precinct's money. The commissioners would, at the monthly meeting, review and authorize payment of the invoices. She would verify the invoices are valid and sign the checks. She would also verify Sarah's reconciliation of the checkbook. She does not need access to QuickBooks and Sarah prefers that no one other than her has access to the financial records. There is absolutely no chance of fraud. Sarah said she wanted a treasurer who would hold her accountable. One other thing that needs to be taken care of is the completion of the loan with WGSB to refinance the water project loan. This is the treasurer's responsibility and Sarah will not be involved. Sarah said we will also need a deputy treasurer who will sign checks if Luanne can't. Carol Norcross said earlier before the meeting that she would do it. Luanne said she would be willing to give the job a try. The commissioners told her that she would hold the position until the 2022 March annual meeting, at which time she might be reelected. There was no further discussion. Rich Clifford made a motion to appoint Janet L. Fournier as treasurer. Cheryl Marchetti seconded the motion. Dennis Fournier abstained. The motion passed. John swore her into office. Rich made a motion to appoint Carol Norcross as deputy treasurer. Dennis seconded the motion and the motion passed.

** The commissioners reviewed and signed the monthly manifest.

* Water Department: Bob Fagnant

** Bob reported that next Tuesday the Ph meter and chlorine meter will be calibrated. He gave Sarah some invoices to be paid.

** Water flows have been under 75,000 gallons the last two days. That's down from what it has been.

** Bob is still waiting for the hydrant wrench to be made so he can get the rest of the hydrants freed up. The prisoners are supposed to be painting hydrants this summer.

** The pump station has not been mowed in some time. Bob volunteered to do it and the commissioners OK'd it.

** John brought up the Dynarski house next to the Morrill building. Dave died unexpectedly a couple of months ago. He doesn't seem to have any relatives to attend his estate so John just wondered what action we should take before winter comes as far as the water. Rich figured the state would take the property or the town would take it for taxes. Sarah thought we should wait a few months then put a lien on the property. We can notify him via certified letter later and let him know that if he doesn't pay his bill the water will be shut off. We could then shut the water off before winter.

* Other:

** John mentioned sidewalk paving and noted that the commissioners had decided to hold off until finances are back on track. He said he was walking one morning and David Eames asked him about not having aprons on either side of the

sidewalk at his house. John told him it would be fixed at some point. Bob said he would get some stay-pack and fill the holes.

** Rich noted that the Robinsons have built up an area at their house next to the sidewalk which we will have to keep an eye on because it's built up higher than the sidewalk. We may get some runoff onto the sidewalk.

** Rich is has taken down one of the two "welcome to North Haverhill" signs and it's being refurbished. Once it's done, he'll do the other one.

** Rich said he needed to step down as chairperson. He made a motion to appoint Dennis chairperson. Cheryl seconded the motion and the commissioners approved it.

There was no further discussion and Rich made a motion to adjourn the meeting at 7:34 PM. Dennis seconded the motion and the commissioners approved it. The next meeting will be on August 17, 2021 at 5:30 PM at the church.

Respectfully submitted,
John. E. Page, Clerk