

North Haverhill Water & Light District

Minutes of the June 15, 2021 meeting.

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

- * Those present: Rich Clifford, Dennis Fournier, Cheryl Marchetti (absent), John Page, Bob Fagnant, Cara Kimball and Sarah Tucker.

- * Others: None.

- * Reviewed minutes of the May 18, 2021 meeting. Rich made a motion to accept the minutes, which Dennis seconded, and the commissioners approved.

- * Appearances: None

- * Bookkeeping: Sarah
 - ** Sarah said we received the invoice for Norm's bench, which will be paid out of the precinct and not the water account.
 - ** Sarah was a little confused about the electric bills, who pays for what because we have accounts with Eversource and the New Hampshire Electric Cooperative. Streetlights are paid under the precinct account. The upper reservoir is paid through the New Hampshire Electric Cooperative.
 - ** The end of quarter stipends are listed on this manifest, which the commissioners signed. Cheryl Marchetti's check was not and Bob's invoice was not received in time to include it. The commissioners gave Sarah permission to pay them both.
 - ** The Visa payment is deducted automatically from our account.
 - ** Sarah said that all bills submitted will have to be coded to indicate to her from which account they are to be paid. She said she would provide a list of codes.
 - ** With Sarah guiding the process, the commissioners reviewed the deficiencies in the prior budgeting process. For example, in 2020 we budgeted \$140,000 in water rents, took in only \$109,831.36 and budgeted \$140,000 again in 2021. Sarah is going to need a complete list of water customers and what their water rents are, along with what their average usages have been in the past. She can then project what the annual total would be. The commissioners must have a thorough understanding of what is in the budget and how the budget works. She gave each person at the meeting a copy of all of the expenditures for 2020 and asked them to take a close look to see if they can identify any questionable expenditures.
 - ** DRA has requested audits for 2018, 2019 and 2020. Sarah has already spoken with Plodzick & Sanderson and is just waiting for the commissioners' approval to

proceed. Rich made a motion to have Sarah contact Plodzik & Sanderson and have them schedule audits for 2018, 2019 and 2020. Dennis seconded the motion and both commissioners approved it. They will probably start sometime mid-July and Sarah expects to use the Haverhill Corner precinct office. This will be a bit hit for our precinct as the audits will cost about \$9000 for each year.

** We have another problem that must be resolved as taxes were taken out of salaries but were never sent to the IRS. Sarah will be working that problem as well.

** Sarah received an email from Luanne Fournier expressing interest in the treasurer position. Once the books are straightened out the job shouldn't be very difficult because Sarah will have everything reconciled and the treasurer will just have to verify the figures. The commissioners decided to wait for a while before appointing a treasurer.

* Cara:

** Cara outlined the problem we have with Quick Books in that we are paying way too much for three programs when all we need is Quick Books Pro at a cost of \$399 per year. Cara spoke to a customer representative at Quick Books and explained our predicament. Cara gave them Sarah's contact info so she can get what she needs.

** Bob will do second quarter meter readings before the end of the month. Cara will stick close to Sarah through this process so she can learn how it's done.

** The commissioners agreed last month that it was a good idea to refinance the water project loan with WGSB. Rich made a motion to have Cara proceed with applying for a loan with WGSB to refinance the water project loan for ten years with semi-annual payments. The commissioners will sign the paperwork. Dennis seconded the motion and the two commissioners approved it. This will save us about \$60,000. Cara was quoted a rate of 2.7%, which Mr. Hobbs said he would honor and there are no closing costs.

* Bob:

** Bob said that Woodsville did the valve turning and hydrant flushing in May. At present, water flows are very high. Dennis mentioned that Mountain Milk has been taking a lot of water from the hydrant at the middle school to fill swimming pools. That remark led to a discussion about how we should be billing them for the water they take rather than depending on them to just make a donation. John had the ad that was in the Bridge Weekly advertising for bulk delivery of water as well as the email he sent Mt. Milk and their response. He gave those to Sarah for her records. John also mentioned that the Methodist church and VFW both receive free water because of their contributions to community service organizations like 4-H, Girl Scouts and the baseball/softball teams.

** John asked if anyone knew anything about the state cutting through the roadway and sidewalk at Chris Fagnant's house to install a culvert. Bob said that it's in the state's right of way so they had the authority to do it. They patched our newly paved sidewalk with cold patch instead of paving it. Rich will check with the state to see if they intend to go back and pave it.

** John mentioned sidewalk paving for this summer and asked if the commissioners should start thinking about it. They decided to hold off for now until the books get straightened out.

** Rich is still planning on taking care of the two "welcome to North Haverhill" signs.

Other :

** Cara forgot to mention earlier that Hastings and Smart never responded to the certified letters that were sent to them. She checked with the post office and both water customers refused to sign for the certified letters. Sarah felt strongly that their water should be shut off and the commissioners agreed. Bob will take care of that tomorrow unless they pay him the full amount owed. Smart's water has been shut off before, and he turned it back on himself. If he does that again, we will notify the Haverhill Police Department of theft of services. Erik's Autobody did pay his overdue bill.

** Sarah said she will include her letter of introduction in with the next water bills going out.

** Dennis said that he has the phone meeting with the NH Department of Labor at 11 AM Thursday. This is to present evidence against Sandi Pierce's claim against the precinct for unpaid wages.

There was no further discussion and Dennis made a motion to adjourn the meeting at 7:10 PM. Rich seconded the motion and the commissioners approved it. The next meeting will be on July 20, 2021 at 5:30 PM at the church.

Respectfully submitted,
John. E. Page, Clerk