

North Haverhill Water & Light District

Minutes of the May 18, 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, John Page, Bob Fagnant, Cara Kimball and Sarah Tucker.

- * Others: None.

- * Reviewed minutes of the April 19, 2021 meeting. Dennis made a motion to accept the minutes, which Cheryl seconded, and the commissioners approved.

- * Appearances: None

- * Bookkeeping – Sarah & Cara
 - ** This was Sarah's first full precinct meeting and she outlined in clear and concise terms her view of the job as bookkeeper moving forward. The commissioners were impressed with her and, by consensus, agreed to hire her as bookkeeper. Cara had prepared a very basic one-year contract outlining the duties required and the rate of pay for the job. Sarah agreed to the terms and both she and the commissioners signed the contract, which the clerk will file. Sarah noted that the precinct will undoubtedly be overbudget this year because of prior mismanagement and the hours that will be required for her to get everything straightened out. Sarah was very open about what she will do and how she will do it. Cara will pass the precinct's cell phone over to her and she will use the precinct's email address to conduct business. She said she will need permission from the commissioners to access any and all accounts related to the job including, but not limited to Primex, IRS, DRA, and Woodsville Guaranty Savings Bank. Rich made a motion to allow Sarah Tucker access to any North Haverhill Water & Light District accounts that she needs to do her job as bookkeeper. Cheryl seconded the motion and the commissioners approved it.
 - Sarah asked about any water related reports and Bob said that he does them. Sarah is familiar with all of them and will be able to take over from Bob when he is ready to retire.
 - One plan that Sarah suggested was to do a mass mailing to everyone in the 03774 zip code that would introduce her as the new bookkeeper and give her contact information. Water customers would know exactly what is expected of them as far as billing and customer service. She would take a no nonsense approach by holding customers accountable.

Another concern she would have the commissioners take a look at are the water rates. Comparing North Haverhill's rates to Haverhill Corner's, she felt that, perhaps, North Haverhill's should be raised to bring in more income. When North Haverhill raised its water rates from \$90 to \$95.40 a few years ago, we probably should have put that money into a capital improvement fund rather than into the general fund. The commissioners will ponder that idea and revisit it at a future meeting.

Sarah shared with the commissioners a delinquent account notification policy that she developed for Haverhill Corner and asked them to review it and see if it's anything they would consider using in North Haverhill.

All records will be kept at the church office and John will get keys for the commissioners.

Sarah said she will be on vacation from May 27th – June 1st but is always available should she be needed.

Cara:

* Cara sent certified letters to three water customers who were extremely delinquent – Erik's Autobody, Smart and Hastings. She received the green delivery card from Erik's Autobody but nothing from the other two. No one sent her any money or contacted her in any way. Smart and Hastings were asked to attend the meeting to discuss their situations. No payments would result in the water being shut off. Cara will check with the post office to ensure the certified letters were delivered and if they were, Bob will shut the water off for all three customers. Bob said he was concerned with the Hastings because they had not responded to any of Cara's letters or calls. Cara reduced their water bill from over \$1100 to just \$500 and still no response. Rich said he would go by their house to see if they are OK.

* The commissioners reviewed the monthly manifest and signed checks.

* Althea is finished helping Cara and the commissioners discussed the number of hours she put in and what she should be paid. They decided on a rate of \$20 per hour for the 31 hours she worked.

* We still need a treasurer to replace Pam Kinder. Perhaps when Sarah gets all of the accounts straightened out, it will be easier to find someone.

* Because Sarah is familiar with water billing, it will stay in-house rather than have Rob Longo do it.

* Our Granite State Rural Water membership lapsed, and Cara will renew it.

* We have not received any rent from the town for the fire station yet.

* Cara said she received a \$220.58 refund from Eversource, which she will deposit in the precinct account.

* Cara feels that her work for North Haverhill is about done but she will give Sarah any help she might need. Rich said he was OK with that but asked if she could come to the next meeting if possible.

* Water department – Bob Fagnant

** Bob said that it's time to flush hydrants again. It's a two-man job to turn valves, so Bob suggested we have Woodsville do it. A brief discussion followed about

being over budget, but Rich thought it should be done. Bob said it would probably cost somewhere between \$1500 - \$2000.

Other :

** Rich said the inmates from the Grafton County jail are willing to paint the hydrants. The commissioners were OK with that so Rich will set that up and get the paint.

** The commissioners, at last month's meeting, decided not to do the hanging flower baskets this summer. Instead, the two North Haverhill signs will be refurbished. The commissioners were OK with Rich taking charge of that project.

** Rich suggested that we need to have a box trailer set up with everything we would need to respond to an emergency call – generator, lights, tools, spare parts etc. The recent water leak at Cold Spring Drive brought this fact to life. Bob will consider what we might need in such a trailer.

** Phil Blanchard is doing the mowing this year. He submitted an invoice for \$500 for work he has already done.

There was no further discussion and Rich made a motion to adjourn the meeting at 7:25 PM. Dennis seconded the motion and the commissioners approved it. The next meeting will be on June 15, 2021 at 5:30 PM at the church.

Respectfully submitted,
John. E. Page, Clerk