

North Haverhill Precinct

March 19, 2024

UNAPPROVED

Call to Order: Chair Dennis Fournier called the meeting to order at 7:19PM.

Roll Call: Commissioners Dennis Fournier, Rich Clifford and Dave Lackie present.

Others Present: Leslie Lackie, Ben Moulton, Sergeant Jacob Ingerson from the Haverhill Police Department, Precinct Treasurer Carol Norcross, Precinct Clerk Wayne Bigelow, Precinct Administrator Kristi Garofalo and Water Superintendent Harold Clough from Woodsville Water & Light (WW&L).

Approval of Agenda: Dave Lackie moved to approve the agenda. Rich Clifford seconded and the motion passed.

Approval of Minutes:

Feb. 20, 2024: Dave Lackie moved to approve the minutes; Rich Clifford seconded and the motion passed.

Public Appearances:

- **Sergeant Jacob Ingerson (HPD)** spoke about the police department's desire to address resident's concerns and offered to answer any questions. Concerns were raised about speeding in the 35 mph zone on Route 116 and Sergeant Ingerson said he would make a note of that concern. Dave Lackie noted that parking was not allowed on Precinct sidewalks and Sergeant Ingerson thanked him for that information and said he would pass it along to other officers. The Commissioners and those present thanked Sergeant Ingerson for coming and asked him to pass along their thanks to the entire department for all they do for local residents.

Precinct Business Report:

- **Financials & Billing Reports:** The Commissioners signed manifests and reviewed financials. Kristi Garofalo reported she heard from three customers who received unusually high water bills. Harold Clough said his investigations show the customers recently had their meters changed and now readings have an extra two digits because they are not registering in thousands. After discussion, it was agreed Harold Clough will change out the meter head on the first account to see if that resolves the issue. If it does, the others will be changed, too, and the accounts will be credited as needed.
- **Correspondence:** The Commissioners agreed they reviewed an email from the NH Public Works Mutual Aid Program (NHPWMA) asking for a signed Mutual Aid and Assistance Agreement and found it seemed to apply more for electric providers than water systems. After consulting with WW&L and other local water systems who hadn't signed the agreement, the Commissioners agreed there was no need for NHW&L to sign. Kristi Garofalo shared an email from a homeowner assistance program that was closing down and noted NHW&L was working with the replacement program to help a resident with their water bill.
- **Upcoming Absences:** Kristi Garofalo shared that legal counsel Cordell Johnston will be out of the country from March 30 to April 17, but he left backup information if the Precinct needs legal advice while he is away. Kristi Garofalo also noted she will be on vacation from April 20-28.
- **Water Bill Report:** The Commissioners reviewed the water collection report. Kristi Garofalo noted three accounts made payment arrangements in January, but no payments have been received in February or March to date. After discussion, the Commissioners directed her to send reminder letters to the three accounts and agreed to review the remaining past due accounts at their next meeting.

Water Superintendent Report:

- **Sanitary Survey Results:** Harold Clough passed out copies of the survey inspection and shared action items noted, including:

1. **Reservoir Cleaning:** NHDES recommended the Lime Kiln reservoir be cleaned by a professional company. After discussion, it was agreed Harold Clough will research companies and costs for review at the next meeting.
 2. **Asset Management Plan:** NHDES strongly recommends water systems have an AMP. The Commissioners agreed to consider funding for the project.
 3. **Billing Software:** The current billing software was described by the survey as “ancient” and new possibilities should be researched. After discussion, the Commissioners agreed to work on a plan to replace all water meters due to age and to acquire updated billing software in the process.
 4. **Cyber Attacks:** Terrorist attacks on water systems is a national concern right now, but NHW&L has mostly manual controls and there is very little in the system where such an attack would be harmful.
- **Meter Reading Issues:** See note under Precinct Business Report for plan to resolve several reading issues.
 - **Water Flow:** Usage is down.
 - **2024 Consumer Confidence Report (CCR):** Harold Clough shared a draft of the CCR with updated areas highlighted for the Commissioners to review. Harold Clough will confirm one statement with Bob Fagnant, then send the updated draft to Kristi Garofalo for inclusion in the June bills and posting on the town website.
 - **Water Repairs:** Harold Clough said he spoke to Rich Lavolette about the EOS at the pump station and found he finally got the unit late last week and has it scheduled to be installed in a couple of weeks. Found the Browns’ meter pit and made repairs, but their next bill may be higher than usual.
 - **Pollock Water Installation:** Harold Clough said Scott Pollock contacted him asking when the line installation was planned. After discussion, it was agreed that Harold Clough will contact Dave Locke about installation.
 - **Chlorine Smell and Taste:** Harold Clough said the new pump was installed and they set at the old pump’s settings to start, but they are getting high residual readings. They are adjusting the settings on the new pump to bring the chlorine residual level down gradually which should resolve the taste and smell issues.

Other Business: Dave Lackie said Black Top Paving will do the paving in the reservoir building. He also noted that new storage shelves will be built and areas cleaned out of unused items. Ben Moulton asked who had responsibility for the pot holes at the Town Office entrance and the Commissioners agreed they were a state DOT issue.

The Commissioners reminded all present that future Precinct meetings will be on the third Wednesday of each month and the April meeting will be on Wednesday, April 17 at 7:00 PM.

Adjournment: Rich Clifford moved to adjourn the meeting, Dave Lackie seconded and the motion passed. The meeting adjourned at 8:43 PM.

Respectfully submitted,
Kristi Garofalo