

North Haverhill Water & Light District

April 19, 2023

APPROVED

There being no meeting space available at North Haverhill UMC, the commissioners waited at the UMC location until after 7:00PM, then moved the meeting to the home of Bob Fagnant.

Call to Order: Chair Dennis Fournier called the meeting to order at 7:20PM.

Roll Call: Commissioners Dennis Fournier and Dave Lackie present; Rich Clifford was absent and excused. Treasurer Carol Norcross and Clerk Ben Moulton were also absent.

Others Present: Water Operator Bob Fagnant and District Administrator Kristi Garofalo.

Approval of Agenda: Dave Lackie moved to approve the agenda as written; Dennis Fournier seconded and the motion passed.

Approval of Minutes: David Lackie made a motion to table approval of the minutes as Rich Clifford was not present to vote for approval and Dennis Fournier could not approve them as he was not present at the March meetings. Dennis Fournier seconded and the motion passed; approval of the March meeting and annual meeting minutes were tabled.

Public Appearances: NONE

Financial Report:

- **Financials & Audits:** The Commissioners reviewed financials and signed DRA reports to be uploaded to the DRA portal. Treasurer Norcross was not present to sign checks; the Commissioners signed the manifest and Kristi Garofalo will take the checks to Treasurer Norcross for signing.
- **Audit Update:** Ashley Miller of Plodzik & Sanderson sent an email update saying a draft version of the 2019 audit is planned to be done in May the draft documents for 2020 and 2021 to follow shortly after.
- **Precinct Legal Counsel:** Kristi Garofalo reported she contacted Cordell Johnston, formerly with NHMA and now an independent municipal attorney. He is interested in working with NHW&L and suggested a meeting with the Commissioners to answer current questions. After discussion, it was agreed a Zoom meeting would be preferable to an in-person meeting. Kristi Garofalo will contact Attorney Johnston and ask for three evening dates for a Zoom meeting, then send those dates to the Commissioners.
- **Water Bill Collection:** The Commissioners reviewed an updated water bill collection report for the months ending March 31, 2023. Dave Lackie said he will follow up on his previous conversation with one of the customers who did not make a payment as promised. The Commissioners directed Kristi Garofalo to file one property lien for a delinquent water bill. The Commissioners asked about a bill they authorized previously for Mountain Milk; Kristi Garofalo said the bill was sent, but payment has not been received. After discussion, it was agreed Kristi Garofalo will send the 2023 1st quarter Invoice Recap report to the Commissioners and Bob Fagnant for review of the past due accounts before the May meeting.
- **May Meeting:** Kristi Garofalo said she will attend the Primex Annual Summit May 15-17 and will not be available for the May 16 meeting. She will create the checks and manifests as usual and give them to Bob Fagnant to bring to the meeting for signing.

Woodsville Fire District Proposal: Dave Lackie shared a written proposal from Woodsville Water & Light to carry out water operator duties after Bob Fagnant retires in September. The proposal includes water system testing, on call duties and emergency responses. WW&L wants a one year commitment to start, then if satisfactory, a three-year commitment. Dave Lackie said he contacted Harold Clough about taking over the water operator duties as an individual, but hasn't received a response. He will check with him one more time, then the Commissioners will discuss Harold's Clough response and the WW&L proposal at the next meeting.

Knoxland Farm Water Leak Repair: Kristi Garofalo shared a note from Knoxland Farm questioning whether they would be reimbursed for a repair bill and/or given credit 1st quarter bill for a water usage due to a leak. Bob

Fagnant said the repair was to the pipe between the old meter pit and the new one, and between 35-50 feet of pipe had to be replaced. The Commissioners referenced the Water Rules and agreed NHW&L is responsible for the line from the water main to the curb stop. The customer is responsible for any issues after the curb stop which is where the leak appeared so NHW&L cannot reimburse for repair expenses or offer credit for abnormal water usage. Kristi Garofalo will contact the customer with the Commissioners response.

Expansion Tanks: Dave Lackie said he was contacted about an expansion tank that leaked and was replaced by the customer's plumber. He investigated and found the tank was on the NHW&L line and the total cost of the plumber's replacement was \$338.36. After discussion, the Commissioners agreed to reimburse the customer for the tank itself (\$142.68) but not the installation charges. They also noted NHW&L has expansion tanks in stock and will provide them to customers free of charge, but doesn't pay installation costs. Kristi Garofalo will process a check for the customer reimbursement for the Commissioners to approve at the May meeting and a note will be put on the 3rd quarter invoices regarding the availability of expansion tanks from NHW&L if needed.

Trailer Park Leak: Dave Lackie said he spoke to the trailer park owners about their high usage and told them they probably have a leak. He was told they are looking for the leak and plan to ask Granite State Rural Water for help. The Commissioners agreed to continue to monitor the park's usage.

Water Superintendent Report:

- **Caustic Pump:** Bob Fagnant reported the cost for a new caustic pump was \$1,519 plus \$40 freight; the cost to rebuild the old one would be about \$1,326. After discussion, Dave Lackie made a motion to buy a new pump; Dennis Fournier seconded and the motion passed. Bob Fagnant will order the new pump and it is expected to take about three weeks for delivery.
- **Hydrant Flushing:** Bob Fagnant said a representative from the state will be here in May to do water flow testing and he would like to flush the hydrants before then. He will arrange for notices in the newspaper before flushing.
- **Water Bills:**
 - Final Reading: Bob Fagnant said the final reading for 2119 County Road was done.
 - Account Questions: He also shared account histories for two accounts that had past discrepancies. After discussion, the Commissioners directed Kristi Garofalo to issue a \$95.40 credit on their 1st quarter bill for each water account.
 - Moulton Tap: Bob Fagnant said he turned the water on last week for the new home, but the \$800 hookup fee and \$630 in WW&L tap charges have not been invoiced to the customer. Kristi Garofalo will invoice those charges and arrange for a written application for water service from Ben Moulton.

District Clerk Residency: Bob Fagnant questioned whether Ben Moulton could continue in his elected position as precinct Clerk if he moves into the new residence as it has not been annexed to the precinct yet. The Commissioners also discussed whether they could charge more to customers outside the precinct boundaries. After discussion, it was agreed Kristi Garofalo will ask the new attorney these questions when she contacts him to set up the initial Zoom meeting.

Vacation: Bob Fagnant will be in Hawaii until May 1; WW&L is covering the NHW&L system for him until then.

Other Business: NONE

Adjournment: Dennis Fournier moved to adjourn the meeting, Dave Lackie seconded and the motion passed. The meeting adjourned at 8:46PM.

Respectfully Submitted,
Kristi Garofalo