

North Haverhill Water & Light District

August 15, 2023

UNAPPROVED

Call to Order: Chair Dennis Fournier called the meeting to order at 7:00PM.

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

Others Present: Water Operator Bob Fagnant and Treasurer Carol Norcross. District Administrator Kristi Garofalo joined the meeting after it started.

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

Approval of Minutes: Rich Clifford moved to approve the minutes as written; Dave Lackie seconded and the motion passed.

Public Appearances: NONE

Woodsville Water & Light Contract: WW&L previously submitted a proposal to handle NHW&L water system testing, on call duties, and emergency responses with a one year commitment to start, then if satisfactory, a three-year commitment. The Commissioners discussed the proposed WW&L contract and noted the number of customers was rounded up to 300 and there was a change in the scope of duties so that WW&L agreed to take over all of Bob Fagnant's duties as water system operator as of Sept. 1. Rich Clifford is listed as the system owner and Harold Clough will be listed as the new water system operator with the state. After further discussion, all the Commissioners signed the contract and Dave Lackie will take it to WW&L for their signatures. The Commissioners confirmed with Bob Fagnant that Harold Clough will work with him to do the September readings and learn about the NHW&L meter reading process.

Financial Report:

- **Financials & Billing Reports:** The Commissioners signed manifests and reviewed financials. The Commissioners requested a new report from United Billing Solutions showing customer name, address, meter number and radio number. UBS responded with a sample report and quoted \$75 per report if done with each quarterly billing. After discussion, Rich Clifford moved to add the report to UBS duties with the quarterly billings at a cost of \$75 each time. Dave Lackie seconded and the motion passed. Bob Fagnant noted one account was missing from the report; Kristi Garofalo will contact UBS and ask that the account be added for the September report.
- **Haverhill Building Permit:** After discussion of the project location, Dennis Fournier signed the Haverhill permit application for Perry as approved. Kristi Garofalo will email the signed approval to Haverhill.
- **Fiore Hook-Up Request:** The Commissioners discussed a request to connect to the NHW&L system for a new home on Airport Road to be built by Todd & Jessica Fiore. They agreed to direct Kristi Garofalo to send a letter to the Fiores with the following requirements: the \$800 hook-up fee be paid in advance and the Fiores submit written agreement to add the property to the North Haverhill precinct if it is not part of it already. Dave Lackie suggested a copy of the Water Rules be included in the letter and the other Commissioners agreed.
- **Audit Letter Review:** The Commissioners discussed the concerns raised by auditing firm Plodzik & Sanderson regarding the 2019 audit, including credit card usage and reconciliation, central records location concerns, and computer backup procedures, among others. The Commissioners signed the letters as requested by the firm and Kristi Garofalo will return them to the auditor.

Water Operator Report:

- **Generator Service:** Bob Fagnant shared a list of parts recommended for replacement on the current generator and gave a cost estimate of \$907.44 to service and test the generator. After discussion, Rich Clifford moved to move forward with the generator maintenance and replacement of parts; Dennis Fournier seconded and the motion passed.
- **Building Foundation:** Bob Fagnant reported he had four loads of stone delivered to be placed around the base of the reservoir building.
- **Mowing:** The Commissioners discussed looking for someone to do the mowing Bob Fagnant has been doing if Phil Blanchard cannot add it to his mowing duties. Bob Fagnant said he could continue to do only the mowing if needed.
- **Equipment:** Bob Fagnant said he will give the NHW&L computers and handheld to Kristi Garofalo and will turn his water system books over to Harold Clough. The Commissioners agreed to put one extra book at Rich Clifford's office for easy access and also to put one at the pump house. Bob Fagnant said radios, meter wire and other supplies will be turned over to WW&L.
- **Water Bill Note:** The Commissioners agreed to direct Kristi Garofalo to request that UBS put a note on the September invoices stating free expansion tanks are available and the customer would pay for the parts and labor to install.

District Clerk: The Commissioners discussed the need for a Clerk, noting they have had no luck in recruiting one. They will continue to try to find someone.

Hydrants: The Commissioners discussed the need to have the hydrants painted. Dave Lackie said the caps have been blasted and painted and are being stored on his shop floor. Bob Fagnant said if he can get the caps, he can replace them on the hydrants.

Precinct Maps: The Commissioners discussed getting a map that shows the precinct boundaries. Kristi Garofalo said Mountain Lakes uses Haverhill tax maps 201-204 joined together as reference for their boundaries. Dave Lackie said he has North Haverhill tax maps and will try to bring them to the next meeting for review.

Other Business: NONE

Adjournment: Dennis Fournier moved to adjourn the meeting, Rich Clifford seconded and the motion passed. The meeting adjourned at 7:58PM.

Respectfully Submitted,
Kristi Garofalo