

North Haverhill Water & Light District

September 20, 2022

Unapproved

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

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

Others present: Treasurer Carol Norcross, District Administrator Kristi Garofalo, Water Operator Bob Fagnant, and John Page.

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

Approval of Minutes: David Lackie moved to approve the August 16, 2022 minutes as written; Rich Clifford seconded and the motion passed.

Guest John Page: John Page reported a leak caused by a hole in a North Haverhill W&L expansion tank in Althea Page's home. He called Hood's Plumbing to repair it and brought the bill to the Commissioners for payment since it was North Haverhill W&L equipment that needed repairs. The Commissioners approved payment and Kristi Garofalo will include it in the next set of checks processed. John Page also said he received a water bill for the VFW, but they are supposed to be exempt from billing. The Commissioners agreed the VFW should not be billed and Kristi Garofalo will notify the billing company to back off any recent charges and not bill the VFW in the future.

Precinct Business:

- **USDA, DRA, and Water Billing:** Kristi Garofalo reported the USDA annual report packet was submitted and accepted, and all 2022 DRA reports have been submitted except for the MD-535 which the Commissioners signed at the meeting and Kristi Garofalo will upload to the DRA portal this week. The September water billing was done on 9/11/22 and payments are coming in for processing.
- **Bank Accounts:** Kristi Garofalo reported her access to the precinct's bank accounts has been set up so she can now pull statements and other reports from the bank's website. She has been able to reconstruct and reconcile 2022 transactions for the Water Project and Precinct checking accounts, and is continuing work on reconstructing the Water & Light checking account. While working on the Water Project account, she found that starting in August 2021, automatic payroll payments to the IRS were taken from that account instead of the Water & Light account. She contacted Intuit/QuickBooks about the issue and was promised it would be corrected. She told the precinct auditor of the problem and will watch the accounts to make sure the issue is corrected, then process a check from the Water & Light account to pay back the Water Project account for the payments made in error. There is a similar issue between the Precinct account and the Water & Light account in that several checks processed in April 2022 were printed on Precinct checks, but should have been printed on Water & Light checks. After consulting with the auditor, a payment from the Water & Light account will be made to pay back the Precinct account for the April 2022 payments made in error.
- **Chart of Accounts and Budget Prep:** Kristi Garofalo reported she made some changes to the chart of accounts to make it easier to apply charges to the correct lines and correct bank accounts, and she will continue to fine tune that project to make the financials more accurate and user-friendly. She will continue to work on the Water & Light checking account reconstruction and the chart of accounts "clean-up", and she will prepare 2023 budget worksheets for consideration at the next meeting.
- **Water Collection:** Kristi Garofalo said she has been contacted by a few water customers with questions on their accounts and asked whether she had permission to work out payments with customers. After discussion, the Commissioners agreed Kristi Garofalo could work out plans as needed, then email the Commissioners with the details and they will contact her if they have concerns. The Commissioners discussed water bill collections and noted Pg. 6, paragraph 14e of the Water Rules stipulated filing liens for past due balances over \$500. They agreed that for now they will go through the billing report at the end of the meeting for past due accounts to be sent certified letters as the next step in collection.

- **Other Precinct Business:** The Merrill capital reserve fund and the Sanborn fund were discussed. The Commissioners agreed Kristi Garofalo will ask the Trustees of the Trust Fund for any documentation on both funds' purposes and investigate whether the Precinct Truck capital reserve can be closed out or its purpose could be changed to become a new capital reserve fund for water projects. She will bring more info to the next meeting for consideration. The Commissioners also agreed Kristi Garofalo will see if the Town will provide a copy of the lease agreement for the fire department building and she will make sure the water bill for Acct. 1124 North Haverhill Fire is corrected so it goes to the Town for payment.

Water Operator Report:

- **Pump Station Mowing & Maintenance:** Bob Fagnant said the mowing on the lower area by the pump station hasn't been done. After discussion of ways to get the area mowed, the Commissioners agreed Bob Fagnant could do it with his personal equipment. Bob Fagnant and the Commissioners also discussed either creating a swale behind the building or putting a section of stone about 100 feet long in the wet area along the building, and they agreed to make a site visit to see the problem firsthand. They asked Bob Fagnant to make a new set of keys to the pump station for the Commissioners to have for emergencies.
- **Pump Repair:** Bob Fagnant shared photos of the pump that was sent to be repaired. He said the repairman says it is in rough shape and would probably be better to purchase a new pump. After discussion of the ages of the pumps currently in use and funds that could be available or encumbered for a new pump purchase, the Commissioners agreed Bob Fagnant will get prices for a new pump to be considered at the next meeting.
- **PH Meter:** Bob Fagnant said he found a PH meter for \$2,544.22. After discussion of funds available, the Commissioners gave approval to purchase the unit.
- **Radios:** Bob Fagnant said he changed out two radios, one for the parsonage and one for John Rutherford when that radio was lost during a painting project. The Commissioners agreed John Rutherford should be billed for the lost radio. Bob Fagnant will give the cost for the radio and his labor to Kristi Garofalo and she will send an invoice to John Rutherford for the replacement costs. Bob Fagnant said the billing issues report showed 11 meters with problems; some had no readings which might be wire issues and he will investigate. He said he has no radios in stock and the Commissioners gave approval for him to order 4 or 5 to have on hand.
- **Fall Hydrant Flushing:** Bob Fagnant will set a week in October to do the hydrant flushing and will put an ad in The Bridge Weekly Sho-Case to let the public know.
- **Sanitary Survey Tasks:** The Sanitary Survey noted the reservoir needed to be cleaned; the Commissioners agreed Bob Fagnant can do the work provided he has someone present during his work to monitor the project for safety. The Survey also noted a need for back flow prevention. Bob Fagnant said he planned to work with Granite State Rural Water representative Scott Clang on that project, but he has retired. Bob Fagnant will find out who is the new representative and ask him for help with the project.
- **Continuity Information:** The Commissioners asked Bob Fagnant to put together important information for the next water operator including procedures, contacts, and other notes. Bob Fagnant said he will let his water operator license lapse in the spring, but he would be willing to help with maintenance tasks next summer if needed.

Water Collection:

- The latest Invoice Recap report was reviewed for delinquent accounts and the Commissioners agreed several accounts should receive certified collection letters. Kristi Garofalo will create and send the letters; at the Commissioners' direction, she will also work on filing a lien on one customer.

Adjournment: Rich Clifford moved to adjourn the meeting, David Lackie seconded and the motion passed. The meeting adjourned at 9:05PM.

Respectfully Submitted,
Kristi Garofalo