

North Haverhill Water & Light District

October 17, 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: Treasurer Carol Norcross and District Administrator Kristi Garofalo were present along with Paul from Woodsville Water & Light (WW&L) who attended on behalf of Water Operator Harold Clough.

Approval of Agenda: Dave Lackie moved to approve the agenda as written; Rich Clifford 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:

- Joe Locke requested the water account for 962 Benton Road be changed to his name and gave his billing address for the account. Paul will do a final reading on the property and Kristi Garofalo will work with the billing company to generate the final bill. Joe Locke asked about winter shutoff; after discussion, it was agreed Joe Locke will contact WW&L when ready for shutoff and they will take care of it and bill NHW&L.
- Doug Dutile said he will do the paperwork to renew the NHW&L radio license, but must wait to renew until it is within 60 days of the February 2024 expiration before the FCC will accept the renewal application. He also spoke of interest in all Haverhill precincts joining together to hire a grant writer for water projects. He said he was told the bigger area and population served by a grant project, the better the chances of success. He asked if the Commissioners would be interested in meeting with commissioners from other precincts and the Commissioners agreed. After discussion, Dave Lackie moved to attend the joint work session; Rich Clifford seconded and the motion carried. They tentatively chose Monday, Nov. 13 at 6:30pm for the meeting and Doug Dutile will take that date to Kevin Shelton of WW&L to finalize the meeting details.

Financial Report:

- **Financials & Billing Reports:** The Commissioners signed manifests and reviewed financials.
- **Auditor Questions:** Kristi Garofalo shared questions from Ashley Miller of Plodzik & Sanderson regarding water billing in 2020. The Commissioners answered the questions they could and asked Kristi Garofalo to contact the billing company for more information.
- **Water Bill Collection:** The Commissioners asked Kristi Garofalo to re-send the September invoicing report. They will review it for discussion and recommendations at the November meeting.
- **Contact Info Issue:** Kristi Garofalo asked the Commissioners to please help spread the word about how to contact the NHW&L. She said she's been receiving emails and calls at her full-time job at Mountain Lakes and it is causing problems because she doesn't have NHW&L information available to help customers, plus some people are causing issues because she works for both precincts. The Commissioners and Paul agreed they would help spread the word about how to contact the NHW&L office and Kristi Garofalo will ask the Town to put contact info on the NHW&L page of the Town website. She will also look into putting a note on the December bills to inform residents.

Auditor Report – Deficiencies: The Commissioners discussed the 2019 audit findings. Kristi Garofalo said most issues have been taken care of in the last year, including the concerns about credit card use. She said finding a central location for NHW&L records storage is still a definite need for the precinct and should be arranged as soon as possible to correct that deficiency. After discussion, the Commissioners agreed Dave Lackie will check into a rental location for future storage.

Lead / Copper Rule Revisions Program: The Commissioners discussed recent emails from NH DES regarding the new lead and copper reports required. After discussion, the Commissioners agreed to ask Harold Clough to contact the state-assigned engineering firm of Hazen & Sawyer to provide the information the state is requesting.

Water Operator Report:

- **Hydrant Repairs:** At the September commissioners meeting, Paul reported a fire hydrant on Route 116 in front of Saffo Concrete was hit by a car and asked about repairing it. After discussion, the Commissioners asked WW&L to get a cost estimate for the repair or replacement. Paul said he got an estimate of \$4,700 from E.J. Prescott and \$3,920 from Ferguson Waterworks. The Commissioners asked whether shipping was included and Paul said he would check. Dennis Fournier made a motion to order one hydrant this year from whichever provider had the lower price including shipping. Rich Clifford seconded and the motion passed.
- **Clark Pond Road:** Paul reported they found an 8 inch valve already in place across the road where the customer wanted to add service. The Commissioners discussed the best way to handle the three new taps into the system and agreed to ask Harold Clough for connection recommendations at their next meeting.
- **Hydrant Flushing:** Paul reported hydrants will be flushed Oct. 25 to Oct. 27 and a notice has been put into the newspaper to let residents know.
- **Benton Road Readers:** Paul said all malfunctioning readers at 181 Benton Road have been repaired.

Other Business:

- **Crosswalks:** The Commissioners discussed the crosswalks proposed as part of the Route 10 paving project. They agreed no further information has been received and the issue remained tabled.
- **Hydrant Painting:** The Commissioners discussed the hydrant painting project and agreed Dave Lackie will work on the project in the spring.
- **Streetlight:** Dennis Fournier said he will get the pole number for the streetlight by the monument bridge that is not working so that it can be reported and repaired.

Adjournment: Dave Lackie moved to adjourn the meeting, Rich Clifford seconded and the motion passed. The meeting adjourned at 8:32 PM.

Respectfully Submitted,
Kristi Garofalo