

North Haverhill Water & Light District

October 18, 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 and Water Operator Bob Fagnant.

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

Approval of Minutes: Rich Clifford moved to approve the September 20, 2022 minutes as written; David Lackie seconded and the motion passed.

Appearances: None

Financial Report:

- **Financials:** The Commissioners reviewed financials provided by Kristi Garofalo for the months ending Sept. 30, 2022.
- **Water Bill Collection:** Kristi Garofalo provided an updated water bill collection report showing a good response to the certified letters sent out to past due accounts as directed by the Commissioners at the last meeting. Specific billing issues were discussed as follows:
 - **Fire Station:** Kristi Garofalo asked about the water bill account for the fire station building; it is still being billed to the town, but the Town says the memorandum of understanding does not require them to pay for water at the station. After discussion, Dennis Fournier moved to track usage at the station but not bill the Town for it. Rich Clifford seconded and the motion passed. The Commissioners directed ***Kristi Garofalo to notify the billing company not to bill the Town and adjust the amount owing on the account to zero.*** The Commissioners also discussed the amount the Town pays for rental of the station. They directed ***Kristi Garofalo to research whether the current rent covers the insurance the precinct holds on the building.*** They also expressed concerns about whether the rent covers putting funds away for future repairs and agreed to re-visit the rental agreement with the Town in spring 2023.
 - **Mountain Milk Account:** The Commissioners discussed the company's usage and billing irregularities, and agreed ***David Lackie will contact them regarding usage and payments.***
 - **Resolving Account Issues:** Kristi Garofalo explained her research shows one residential account and four Town of Haverhill accounts were affected by a February 2022 deposit where payments were deposited but not credited to the customer accounts. She said the residential account has shown proof of payment and she is meeting with the Town's A/P staff person and she expects they will show proof of payment as well. She asked the Commissioners for authority to authorize account adjustments to update all five accounts per the payment proof provided. Rich Clifford made a motion to authorize Kristi Garofalo to handle the Town accounts and one residential account as needed; David Lackie seconded and the motion passed. The Commissioners discussed concerns raised by North Haverhill Management (NHM) regarding the billing for the former Briar Stone Farms building they are now using. After discussion, the Commissioners directed ***Kristi Garofalo to bring to the November meeting the ending reading for Briar Stone Farms and the beginning reading for NHM/Budget*** and they will discuss what should be done at that time.
 - **November Meeting Date:** Kristi Garofalo told the Commissioners she could not be at the November 15 Commissioners meeting as she will be at the NHMA Annual Conference that week. The Commissioners agreed to change the November meeting to Tuesday, November 22. **Dennis**

Fournier will check with the church to make sure meeting space is available, then let Kristi Garofalo know so she can ask the Town to change the meeting posting.

- **Budget Prep:** Kristi Garofalo gave out 2023 budget worksheets and the Commissioners agreed to review them for consideration at the next meeting.
- **Street Lights:** Two non-functioning street lights were noted and ***the Commissioners agreed to get the pole number info to Kristi Garofalo so they could be reported.*** The Commissioners also asked about putting a notice on the water bills asking residents to notify NHW&L when they see a light out. ***Kristi Garofalo will contact the billing company to request such a note on the December bills.***

Water Superintendent Report:

- **Pump Purchase:** Bob Fagnant said he got a price of more than \$22,373 plus freight for a 4-inch vertical turbine pump to replace one that the repairman recommended purchasing a new one. After discussion of the 9 to 11 week delivery time and the funds that could be available or encumbered for a new pump purchase, the Commissioners agreed ***Kristi Garofalo will research the requirements for encumbrances and Bob Fagnant will check with the pump company on their payment procedures to see if part of the price could be paid this year and the balance in 2023.***
- **Pump Station Mowing & Maintenance:** Bob Fagnant passed out a set of keys to the pump station to each of the Commissioners to have for emergencies. Bob Fagnant said he mowed the lower area by the pump station, but a tree is down that just missed a well in the well field and it's on a steep bank making it difficult to remove. After discussion, the Commissioners agreed Bob Fagnant will contact Clark's Tree Service to get an estimate on removing the tree. Bob Fagnant and the Commissioners also discussed Bob Fagnant using his equipment to put down land fabric and stone along the building at the Benton Road reservoir, and the Commissioners agreed that Bob Fagnant could do the job.
- **State Requirements:** Bob Fagnant said the state has changed the limits for manganese, PFAs and PFOs; and depending on testing results, NHW&L may need to treat for these in the future.
- **PH Probe:** Bob Fagnant said he purchased the PH meter and it has been installed, but it needs calibration. He said on manual setting it will run 100-120 gallons per minute, but on auto setting will only do 70 to 80 gpm so something is not right. He will continue to work with it, but fears the transducer may be bad. He asked if it was okay to get one on order and the Commissioners gave approval for the order. He also asked about buying a special USB adapter and the Commissioners approved the purchase.
- **Hydrants:** Bob Fagnant said the hydrants would be flushed this week. ***David Lackie said he will talk to Erik's Auto Body about starting on the hydrant painting project.*** The Commissioners asked Bob Fagnant if any hydrants need to be replaced. He said one on Terrace Drive and one at the Town Garage should be replaced. He estimated the cost of those hydrants at \$4,000 to \$5,000 and the Commissioners asked ***Bob Fagnant to get updated prices for budget discussions.***
- **Sanitary Survey Tasks:** The state Sanitary Survey noted the reservoirs needed to be cleaned; Bob Fagnant said he didn't get a chance to clean them yet because other issues came up. He did get some brush cut this summer and asked if he could do more; the Commissioners said yes. The Survey also noted a need for back flow prevention and Bob Fagnant said he was able to contact the new circuit rider at Granite State Rural Water Association and now has the information he needs to start on that project.
- **Continuity Information:** Bob Fagnant gave the Commissioners a list of his duties and other notes. The Commissioners discussed possible actions when Bob Fagnant retires but made no decisions at this time.

Adjournment: Rich Clifford moved to adjourn the meeting, David Lackie seconded and the motion passed. The meeting adjourned at 8:20PM.

Respectfully Submitted,
Kristi Garofalo