

## North Haverhill Water & Light District

November 21, 2023

\*UNAPPROVED\*

**Call to Order:** Chair Dennis Fournier called the meeting to order at 7:02PM.

**Roll Call:** Commissioners Dennis Fournier and Dave Lackie present; Rich Clifford absent

**Others Present:** Treasurer Carol Norcross and District Administrator Kristi Garofalo were present along with Water Operator Harold Clough from Woodsville Water & Light (WW&L).

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

**Approval of Minutes - Oct. 17, 2023:** Dave Lackie moved to approve the minutes; Dennis Fournier seconded and the motion passed.

**Public Appearances: NONE**

### Precinct Business Report:

- **Financials & Billing Reports:** The Commissioners signed manifests and reviewed financials.
- **Correspondence:** The Commissioners reviewed a letter from the Town of Haverhill noting part of Airport Road was renamed Aviation Road.
- **Haverhill Building Permits:** The Commissioners reviewed Haverhill building permits and Dennis Fournier signed them as approved. Kristi Garofalo will email the approvals back to Haverhill.
- **Water Bill Collection:** The Commissioners reviewed the most recent Invoice Recap report and designated several accounts as delinquent. Kristi Garofalo will send out certified letters to the delinquent accounts.

### Water Operator Report:

- **Sanitary Survey:** Harold Clough said the state inspection is set for Nov. 28 and he found three areas could raise red flags with the state: the status of the NHW&L cross connection program, the lack of an NHW&L asset management plan, and the age of the NHW&L service meters. The Commissioners discussed the recent meeting with other Haverhill precincts to hire a common grant writer for state revolving fund grant possibilities. They noted the state grant could be used for source protection and asset management plans, but not for meter replacements. They will meet with the other precincts in December and explore the grant possibilities further.
- **Hydrant Replacement:** Harold Clough reported a fire hydrant was replaced as directed by the Commissioners at the last meeting and noted the cost was \$500 less than originally quoted.
- **Reservoir Project:** Harold Clough reported they did some house cleaning at the reservoir and plan to continue the project and add shelving.
- **Campground Meter:** Harold Clough raised concerns about the accuracy and accessibility of the River Meadows meter, suggesting it be recalibrated or replaced and made more accessible. After discussion, the Commissioners agreed Harold Clough will research possible solutions.
- **Reservoir Control Valve:** Harold Clough said the valve continues to act up and needs to be checked regularly to ensure it is working. He recommended replacing it. The Commissioners noted Bob Fagnant got a replacement quote of \$8,000 in 2022; after further discussion, it was agreed Harold Clough will get an updated quote to replace the valve and the cost will be paid from the Water Capital Improvement Capital Reserve Fund.
- **Clark Pond Road:** WW&L found an 8-inch valve already in place across the road where the customer wanted to add service. The Commissioners asked Harold Clough for connection recommendations to handle the three new taps into the system. He recommended 1-1/2" line with a blow off at the end to eliminate stagnant water. After discussion, the Commissioners asked Harold Clough to make a list of the parts the homeowner needed to purchase and he agreed to make such a list for the Commissioners to review.

- **Lead Copper Rule Revision (LCCR) Project:** Harold Clough spoke about the new federal regulations on lead and copper pipes in distribution systems and customers plumbing. NHW&L has been assigned an engineering firm, Hazen & Sawyer, to help compile the information required by October 2024. Each customer will need to do a scratch test with photos, or otherwise prove the absence of lead or copper piping. The Commissioners discussed sending a letter in the March 2024 billing asking customers to make an appointment for an in-house check and noted expansion tanks could be checked during the LCCR investigation as well. Dennis Fournier shared WW&L's estimate of \$13,500 to handle the precinct's part of the LCCR project and the Commissioners agreed to put it in the 2024 budget.
- **Trailer Park Usage:** The Commissioners noted the trailer park usage shows high consumption and Harold Clough said the overall system usage is up from 2022. After discussion, the Commissioners agreed Dave Lackie will contact Paige Excavating to see if they did a trailer park repair recently.
- **Expansion Tanks:** The Commissioners asked Harold Clough to check how many expansion tanks were recommended to be kept on hand and he agreed to bring the information to the next meeting.
- **French Pond Road Connections:** Harold Clough said he talked to a group of water users on French Pond Road about the state mandate for chlorination. He said the small group of users would have to pay for a chlorination system which would be a burden for them, and suggested adding them to the precinct and the French Pond Road water main. After discussion with the group agreeing that having the group join the NHW&L system would be good for all, Harold Clough agreed to contact the group about joining the precinct.

#### **Other Business:**

- **Reservoir Paving:** Dave Lackie said the floor in the reservoir floor needs to be paved and the cost will be around \$12,000. He will get a firm quote and the Commissioners agreed the Water Capital Improvement Capital Reserve Fund could be used to pay for the project.
- **Primex Visit:** The Primex insurance property assessor will be in the area next week and Dave Lackie will meet with him for the facility tours.
- **Warrant Suggestion:** Dave Lackie suggested water customers outside of the precinct should pay a higher fee. The Commissioners agreed to consider putting a revision to the Water Rules on the 2024 warrant with the recommended charge of \$3.50 per thousand gallons for outside users.

**2024 Budget:** The 2024 Budget Worksheets were reviewed with the following changes from 2023 levels suggested for consideration:

- 2-4145 Water System Operator line to be zeroed out and a new line 2-4146 Contract Labor to be created and set at \$41,000 for WW&L charges.
- 2-4152 Office Software & Expenses to be set at \$3,000.
- 2-4155 Auditor leftover funds to be encumbered for 2020-2021 audits in process; Kristi Garofalo will check with the auditor to get quotes for encumbering and for the 2024 budget.
- 2-4332 Electricity to be reduced to \$25,000 based on 2023 usage.
- 2-4337 Telephone to be reduced to \$300 based on 2023 usage.
- 2-4338 Water Billing to be set at \$5,000 due to a new quarterly report and info sheets added to mailings.
- 4150-1 Dues & Subscriptions to be set at \$650 based on 2023 usage.
- 4153-1 Legal Fees to be set at \$2,000 based on 2023 usage and expected legal expenses in 2024.
- 4316-2 Street Lights-Electricity to be reduced to \$20,000 based on 2023 usage.

It was agreed the budgets would be reviewed again and information updated as needed at the December Commissioners meeting.

**Adjournment:** Dave Lackie moved to adjourn the meeting, Dennis Fournier seconded and the motion passed. The meeting adjourned at 9:15 PM.

Respectfully Submitted,  
Kristi Garofalo