

North Haverhill Water & Light District

December 19, 2023

UNAPPROVED

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

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

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: Rich Clifford moved to approve the agenda as written; Dennis Fournier seconded and the motion passed.

Approval of Minutes – Nov. 21, 2023: Rich Clifford was not present for the November meeting so the Commissioners agreed approval of those minutes will be done at the January meeting.

Public Appearances: NONE

Precinct Business Report:

- **Financials & Billing Reports:** The Commissioners signed manifests and reviewed financials.
- **Lead Copper Rule Revision (LCRR) Bill Insert:** The Commissioners discussed the LCRR project requirements and agreed Harold Clough will provide a flyer to be sent out with the March 2024 bills to educate customers and ask for their cooperation with home reporting.
- **Water Bill Report:** The Commissioners reviewed the water collection report of certified letters sent to delinquent accounts. Kristi Garofalo noted two accounts had previous billing issues and she was researching the accuracy of their current account balances. She also reported one account was still being mailed to the former customer instead of the present occupant and she will work with Rob at UBS to make that changeover.
- **Public Hearing to Change Precinct Boundaries:** Due to the recent windstorm, the Haverhill select board public hearing date for comments about the proposed North Haverhill precinct boundary change was postponed to Tuesday, Jan. 2 at 5:30 pm.
- **Encumbrance:** The Commissioners discussed future audit costs and Kristi Garofalo shared the recommendation from the auditor for encumbering funds for the 2020 and 2021 audits. Dennis Fournier moved to encumber \$20,815 for 2020 and 2021 audit expenses per the contract with Plodzick and Sanderson. Rich Clifford seconded and the motion passed.
- **Record Storage:** Rich Clifford reported a room is being prepared at the J & J Automotive building for the precinct to rent at \$200 per month. After discussion, Rich Clifford made a motion to rent the space and to put the rental expenses in the 2024 budget. Dennis Fournier seconded and the motion passed.
- **Crosswalks:** Rich Clifford asked if the crosswalk project was tabled and after discussion, the Commissioners confirmed the crosswalks project was tabled.
- **2024 Budget:** The 2024 Budget Worksheets were reviewed with the following changes and/or notes:
 - 2-4145 Water System Operator line was zeroed out and a new line 2-4146 Contract Labor was created and set at \$41,000 for WW&L charges.
 - 2-4155 Auditor: this line was set \$5,000 per the quote for the 2023 audit from Plodzick and Sanderson.
 - 2-4711 Long Term Notes & Bonds – Principal and 2-4721 Long Term Notes & Bonds – Interest: The Commissioners discussed whether the loan was paid off and if the funds could be used for a feasibility study for the grant application project with the other Haverhill precinct. Kristi Garofalo will contact USDA for the loan status and an updated amortization schedule.
 - 4155-1 Auditor: this line was set at \$5,000 per the quote for the 2023 audit from Plodzick and Sanderson.

- It was agreed Kristi Garofalo will draft the budget and warrant for presentation at the January meeting, with the public budget hearing to take place on the same night as the February Commissioners meeting.

Water Operator Report:

- **Expansion Tanks:** Harold Clough reported there are 12 expansion tanks currently in inventory and recommended 25 would be a good level to keep on hand. The Commissioners agreed to purchase additional expansion tanks in January.
- **Reservoir Control Valve:** Harold Clough said the reservoir control valve maintains the water level in the reservoir and it requires regular checks to ensure it is working. He said a new brass control valve was quoted at \$4,250. The Commissioners approved the purchase with the cost to be paid from the Water Capital Improvement Capital Reserve Fund and agreed Harold Clough will order it after the first of the year.
- **Usage:** Harold Clough reported usage was down recently.
- **Clark Pond Road:** Harold Clough reported he made a parts list for the Locke property connection to the system. After discussion, the Commissioners agreed Harold Clough or his representative will check and approve all connection work for the project.
- **Sanitary Survey:** Harold Clough said the state inspection took place on Nov. 28 and three areas raised concern with the state. He said the water meter change out needs to happen due to the age of the existing meters; frost from the building roof was dripping into the reservoir during the inspection and that needs to be remedied; and the overflow pipe at Lime Kiln needs to be dug up and “daylighted” to make sure the screen is whole and without holes. Harold Clough will talk to Robbins about digging up the pipe to check the screen.
- **Forest Street Work:** The Commissioners discussed concerns about the roadway box on Forest Street. Harold Clough will investigate.
- **Valve Cover Repair:** The roadside water shut-off valve cover at 2161 Briar Hill Road was hit by the mower and was repaired. The Commissioners requested the cap be lowered to avoid future damage and Harold Clough said that change has been completed as well.
- **Campground Meter:** Harold Clough said they were working on the meter pit to raise it up to be more accessible.

Adjournment: Dennis Fournier moved to adjourn the meeting, Rich Clifford seconded and the motion passed. The meeting adjourned at 8:00 PM.

Respectfully submitted,
Kristi Garofalo