

North Haverhill Water & Light District

Minutes of the April 19th 2022 meeting

- Meeting called to order at 7:05 Pm by Dennis Fournier
- Those present: David Lackie, Rich Clifford, Carol Norcross, Dennis Founier, Benjamin Moulton
- Others present: Sarah Tucker, Leslie Lackie, John Page, Kristi Garofalo
- March Meeting Minutes read and accepted by all with the one correction that Dave Lackie was replacing Cheryl Marchetti, not a Arden, motion made to accept minutes by Dave, all were in favor
- There was discussion of who will need to be the barer of the post office keys, and who would collect mail.
- Bills were presented to Kristi, checks presented to Kristi along with one check that was no good. Dave proposed the water be shut off until payment, perhaps by certified letter. Kristi asked if there was a tariff and if it was enforced. John stated it was on the town website.
- Census mail came in for payroll and employment.
- Dave mentioned a vote is needed to pay bills. 2 out of 3 commissioners needed to pass the manifest. Must be in the meeting minutes that it is approved. Utilities are on automatic payment, but they are all on the manifest. Discussion on how to abide by it legally. Auditors will look for internal agreement and dispersed control over financial documents. Plans for the 29th for a briefing on the upcoming audit. Discussion on what years we should audit this year.
- Bill from the Town of Haverhill for about \$3,000 for interest for not getting rates set on time. Money to come out of the budget to pay it. Dave suggested we get more info about it before we pay it, Rich and Carol both agreed. The Town of Haverhill was late on setting their rates, so why are we paying? Is the bill for half of the interest? Do we pay town and county tax?

- Dave brought up 1099's for payroll, W-2's have been used in the past, and talk about worker's compensation. Also talk about how Bob Fagnant is paid.
- Discussion about delinquent water bills, and Sarah planning to get with Bob for billing.
- Sarah is going to call Eversource about the bill, may be a confusion on their part when the town merged accaounts.
- Dennis brought up the Fire Department's rent of \$250 per month for the building and whether or not we should adjust it. We pay the insurance, but does the rent cover that cost?
- Kristi stated that her intent was to focus on straightening out accounts, bills, and credit cards.
- Sarah wasn't able to print out the manifest, so each Commissioner initialed each check to be paid.
- Dennis announced the valve on the upper reservoir has been fixed.
- Rich has an email with the preliminary contract for Woodsville that needs to be gone over. Also stated we need a replacement for Bob, as he will be getting done in the future.
- Carol asked if we applied late fees, and how they would be determined.
- Kristi took control of the precinct computer, phone and email. It will take a while to go through the 1300 emails, and asked if there was a charger for the phone.
- Rich asked Kristi to check out the Dead River accounts, we only use heating oil.
- Rich said the water break on Hazen Drive was on the customers side, so should have been paid for by them. Precinct paid for it, so we need to bill customer.
- Dave asked why we are paying Woodsville for Dig Safe. Woodsville owes us an itemized bill to show what was done for work, and more explanation in the future from them.
- Kristi asked about buying office supplies, Rich said we have money budgeted for those items.
- Dennis said we need to write up job descriptions for each member so nobody is confused on their duties.

- John asked if maybe we should get away from water meters and use a set rate like Mountain Lakes does. He asked if we have to keep the water meters because of the upgrade.
- Discussion on Hastings reading and if the water was shut off.
- John offered to paint the sign if we buy the paint.
- Rich motioned to pay Kristi \$25 per hour for her services as bookkeeper, Dave seconded, all were in favor. She will need to keep a timecard monthly.
- Dave asked to adjourn the meeting, all were in favor. Meeting was adjourned at 8:44 pm.