

Minutes of the Penacook/Boscawen Water Precinct

Location of Meeting: 9 Woodbury Lane
Boscawen, N.H. 03303

Present at Meeting: Bruce Crawford, Commissioner
Lorrie Carey, Commissioner
Bill Murphy, Commissioner
Cheryl Mitchell, Water Administrator Consultant
Lauren Hargrave, Recording Clerk
Charles Niebling, Moderator

The Regular and Budget Meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on February 12, 2020 at 5:38 p.m. by Commissioner Bruce Crawford, Chair.

New Business:

Warrant Article: Charles Niebling, Moderator asked the Commissioners if the Warrant Article for the Annual Meeting is all set and if it has been posted. There was a brief discussion regarding nominations from the floor and the Warrant Article. Charles Niebling also reported he will be out of the state for 2 weeks but if the Commissioners have any questions, they can contact him.

Sale of Precinct Property: Charles Niebling reported that sealed bids, properly notarized and advertised, and the taking of the highest bid is the process which has to be followed relative to the sale of Precinct property as it is considered disposing of an asset, which is technically owned by the voters of the Precinct. Discussion was held regarding authorization of disposal of Precinct property previously being given to the Commissioners. The Attorney General's Office or the Precinct's Attorney should be able to direct the Commissioners regarding this matter.

Charles Niebling departed at 5:54 p.m.

Regular Meeting opened at 5:55 p.m.

Approval of minutes from last meeting:

Commissioner Bill Murphy made a motion to approve the minutes of the Special Meeting of January 6, 2020 and January 14, 2020; and the Regular Meeting of January 27, 2020. Seconded by Commissioner Lorrie Carey. Passed unanimously.

Open Business:

1. Computer Issue: Discussion was held regarding the computer used by the previous Precinct Superintendent and the inability to access the computer. The Commissioners agreed to have Twin Rivers look at the computer and see if data can be retrieved or a password for the computer obtained.
2. Update on the Cityside Easement: Discussion was held regarding which easement should be used the one Cityside wrote or the one supplied by the Precinct's counsel. The Commissioners agreed to use the Cityside Easement which was supplied because it is more complete. The Commissioners also reviewed the as built from Cityside and were satisfied. ***A motion was made by Commissioner Bill Murphy to utilize the Cityside Easement which was supplied by Cityside. Seconded by Commissioner Lorrie Carey. Passed unanimously.***
3. Water Leak at 11 Eel Street: The Commissioners were waiting until the leak was fixed and then they would talk about giving a water leak credit. Sarah Diggins of Pennichuck needs to give the Commissioners a final bill for the customer in order for them to give the customer a 50% credit. It was noted the customer is a water user in good standing. Discussion was held regarding the leak and the fact that Pennichuck did not respond to the customer when he called in to them in December. Discussion was also held regarding keeping a Customer Complaint Log by customers against Pennichuck. The Commissioners will email Sarah Diggins and ask her for final numbers.
4. Woody Hollow: The new meter is in. Unknown Status. A brief discussion was held regarding previous relief given to Woody Hollow.
5. Letter to Trailer Parks regarding Master Meters: Discussion was held regarding RSA's dealing with trailer parks/master meters, liens, utilities, etc. Further discussion was held regarding the owner of the trailer park shall not be held liable for the utility bill if the tenant has a separate/sub meter, and the utility can not hold such owner liable for any utility owed by the tenant. Also discussed was the possibility of taking out all the sub meters and just having a master meter for every trailer park. Additional discussion was held regarding having the owner of the trailer park/s read the individual meters to come up with which tenant owes which amount towards the master meter bill. More research is needed and perhaps the Commissioners could consider reaching out to other water precincts to see how they handle water issues with trailer parks. Attorney Dave LeFevre should be consulted regarding this matter. Commissioner Bill Murphy will contact Attorney Dave LeFevre for his assistance on this matter.
6. DRA Warrant review: Is completed and on schedule. Discussion was held regarding the Budget and underspending. The Commissioners noted that GIS mapping of the pipes and the Corrosion Building updates were not done and were budgeted under Special Projects. Cheryl Mitchell, Water Administrator Consultant, suspects that the actual metered water use is inflated but after the audit she believes it will drop down.

7. Richard Skarinka Richard.skarinka@DES.NH.Gov Wednesday, March 11, 2020 and Heather Capraro, Franklin Savings Bank, at 5:30 pm: Cheryl Mitchell, Water Administrator Consultant, reported she has confirmed with Heather and has not heard from Richard as of yet.
8. Failed meter discussion – Bill has update on research: Commissioner Bill Murphy reported a bunch of towns around Chicago according to the 2013-2014 Chicago Tribune had the same meters which the Precinct uses and that the failed repeatably. In addition, the same was reported of the meters in Florida, Louisiana, and Georgia. It was later determined that there was one batch of meters which failed due to improper sealing of the meters. Commissioner Bill Murphy further explained the reading is inferred and is read using a magnetic field. Commissioner Bill Murphy has had a discussion with David Wheeler of E.J. Prescott regarding with regards to these meters. The meters are testable, and they have indicators which show if the batteries are dead. As long as water is running through the meters the Precinct should be able to test the presumably failed meters within its possession utilizing the calibrated tanks out in the back of the Precinct Office. Commissioner Bill Murphy is in receipt of the American Water Work Association Manual which instructs on the testing of meters. Commissioner Bill Murphy will start testing the meters which are held by the Precinct to see if the meters are bad or not. Failed testing meter should be replaced because they were supposed to be guaranteed. It does not appear the meters are repairable. The Commissioners agreed that E.J. Prescott should be asked to come to them and address the meter failure issue.
9. Consultant Report on New England Backflow: New England Backflow needs the serial number for Electrosola. The Commissioners will ask Tara King to schedule a time to go to Electrosola and obtain the serial number. This issue is tabled until the Commissioners hear further from Cheryl Mitchell.
10. Consultant report and update on the audit: Starts Monday, February 17th.

Financial Update:

1. Deposit Slips: Deposit slips ordered for the Checking Account are in and were placed out back with Tara King's label attached for Pennichuck to pick up and utilize.
2. Commissioners sign checks, account balance update: ***Commissioner Bill Murphy made a motion to Approve the Manifest. Seconded by Commissioner Lorrie Carey. Passed unanimously.***
3. \$23,000 moved into the Water Investment Fund: Completed.
4. Potential sale of trailer and mower: Roger Sanborn is offering \$1,200 for both. Alternative is to take them both to auction. The value of each are believed to be \$1,500. Commissioner Bruce Crawford will contact Roger and let him know of the

Commissioners decision to not accept his offer. Discussion was also held regarding Hopkinton Forestry and the plowing for the Precinct.

New Business:

Discussion with Pennichuck regarding contract and improving communication for Precinct needs

1. 67 North Main; Freedom in Motion: Commissioner Bill Murphy explained that Pennichuck marked using a blueprint and there are two different blueprint drawings. They marked South East and the pipe which was damaged was found in the North West. There are no notes stating a pipe exists in the North West. DigSafe was called by the customer. It sounds like a refund beyond the customers usage is in order. The current customer bill is for \$1,139, but it is unknown how much is actually owed. Commissioner Bill Murphy will talk with the customer and request further information. The Commissioners will also ask Pennichuck for the call-in logs and how they responded.
2. 209 King Street update from Pennichuck; Black Forrest Nursery: Appears it is more complex than the way it was presented at the last Precinct meeting by the customer. They have not been a customer in good standing. Further discussion was held regarding the need for an RPZ device being installed. The Commissioners agreed that a signed agreement on paper needs to be developed which states that the customer will have the RPZ device installed; that the customer will call Pennichuck for inspection and recording the RPZ device; and Pennichuck will report to the Precinct inspection has been done. The agreement is also to state that the account needs to be paid in full to make them a customer in good standing before a leak credit can be discussed. If the device is installed, inspected, and the customer pays \$5,100 towards the leak the issue will be resolved. If the customer fails to complete the agreement the water will be shut off and the property will be liened. It was also noted that the customer turned on the water by themselves and that the water was turned off incorrectly by the customer. Commissioner Lorrie Carey will email Tara King regarding this matter and the agreement to be signed by the customer.
3. Well One- Need to approve \$14,000 for well repairs: Barrie Miller's Well & Pump Service, Inc.: **Commissioner Bruce Crawford made a motion to approve the well cleaning at \$14,000 for the spring. Seconded by Commissioner Bill Murphy. Passed unanimously.**
4. Well Two – trouble shooting update: None.
5. Corrosion Control Building, upgrades to SCADA recommendations by Pennichuck: Generating Solutions statement came from Dan at Pennichuck and the Precinct is being billed. However, the statement is 6 months old. Commissioner Lorrie Carey reported It is only the monitoring fee and should be paid. Commissioner Lorrie

Carey will email to find out what other suggestions Pennichuck has and the Commissioners would like a proposal on the upgrade from Pennichuck.

6. First Print Power Proposal for electricity: Electric Rate information shows that First Print Power has a bit better rate, but it is not a giant savings over the course of the year, the total savings being approximately \$1,576 yearly savings. The demand charge drives the electrical cost up. The Commissioners agreed that more Investigation is needed and to have First Print Power speak to the Commissioners regarding their proposal.
7. Update emergency plan: Tabled until after the Annual Meeting.
8. Update on liens: None.
9. Free Water Requests: Commissioner Bruce Crawford reported that the Boscawen Historical Society wants free water to water their flowers for the growing season. He noted that the pipes which go into the Museum Building have not been used for some 10 years. In the spring a meter would have to be installed and the Historical Society would have to upgrade the piping. Discussion also took place about the Town planting flowers at the roundabout. John Keegan said there is a sleeve which comes up in the middle of the roundabout which a pipe can be run through. It was noted that the closest hydrant is on corner of Fisher Avenue. The question would be if the Commissioners want to allow the placement of a meter pit and pipe all the way down to the roundabout, which is approximately 500 feet. Any expenses will be paid for by the customer. The Commissioners agreed that both requests need to be put into writing and submitted to them with an estimate on water usage included.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bruce Crawford. Seconded by Commissioner Bill Murphy. Passed unanimously. The meeting was adjourned at 6:20 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Regularly Scheduled Meeting of Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. On, February 24, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on February 22, 2020

Minutes approved by: _____ /s/ _____ on February 24, 2020
_____ /s/ _____ on February 24, 2020
_____ /s/ _____ on February 24, 2020