

## Minutes of the Penacook/Boscawen Water Precinct

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

Present at Meeting: Bruce Crawford, Commissioner  
Bill Murphy, Commissioner  
Nathan Young, Commissioner

Present via Zoom: Cheryl Mitchell, Administrative Consultant  
Lauren Hargrave, Clerk

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on December 9, 2020 at 5:30 p.m. by Commissioner Bruce Crawford, Chair.

### **Financial Update:**

Commissioners signed manifest and checks.

### **Approval of minutes from last meeting:**

***Commissioner Bill Murphy made a motion to approve the regular and non-public meeting minutes of November 25, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.***

### **New Business:**

1. Pennichuck is Moving: Commissioner Bruce Crawford reported that Pennichuck is moving. Additionally, he reported that Erick Toledo of RCAP Solutions would like to know if the Commissioners would like to meet with him next Wednesday, December 16<sup>th</sup> at 6:00 p.m. on Zoom. The Commissioners agreed and the Precinct Clerk, Lauren Hargrave will set up the Zoom meeting.
2. Budget: Commissioner Bill Murphy reported that the Commissioners need to be thinking about the upcoming budget for 2021. The figures on the 2020 budget appears to be that the Precinct is down in revenue, however, there is still one more meter reading and billing to be done at the end of the month. Therefore, it was noted that 2 months are missing on the budget spreadsheet provided to the Commissioners, i.e., the end of October and November. With these things in mind,

it makes the revenue side of the budget look good. It was further noted that there were a few different budgetary items which were not utilized. Commissioner Bruce Crawford noted that there were also unanticipated expenses such as hiring an Administrative Consultant on the budget. Commissioner Bill Murphy explained that the Precinct needs to account for inflation which should be reflected in the water rates and the fees for 2021. Commissioner Bruce Crawford agreed and noted that the fees really need to be reviewed since Pennichuck charges more than what the Precinct is collecting for certain services. Discussion was held regarding rate of inflation and Commissioner Bill Murphy believes a 2% in the water rates would bring the rate up to approximately \$6.09 which is only slightly more than inflation. Discussion also took place regarding raising the basic rate which would generate an increase in revenue from 1100 customers of \$1100.00 for a \$1 dollar increase to \$3300.00 for a \$3 dollar increase per quarter. Further discussion was held regarding the cost of some of the repairs which is far more than 2%. More discussion needs to take place and decisions need to be made on the budget prior to the Annual Meeting.

3. Liens: Commissioner Bill Murphy reported that there are 3 liens which need to be signed and filed with the Registry. One is for 20 High Street and two others are for 146 North Main (one for shop and one for house). Commissioners Bill Murphy and Nathan Young will sign the liens and Cheryl Mitchell will notarize them with Commissioner Bruce Crawford, Chair's signature tomorrow at his office for them to be filed with the Registry.

### **Old Business:**

1. River Road Work/Further Action on Crete: Commissioner Bill Murphy reported that Peter Miner knows where the shut off is located and that the work would have been difficult if the valve would have been broken and therefore it was reasonable to have extra workers on hand from WSO. It was noted that WSO did not push other work or suggest any other work be done at the River Road location. Commissioner Nathan Young believes it may be worth asking Peter Miner if there are shutoffs at 71- 67 River Road because if there are no individual shutoffs at the two houses and the only shutoff is the one at #78 then it not the Precincts liability because you go back to the curb stop, however, if there are other curb stops it may get more convoluted. #78 comes in as  $\frac{3}{4}$  copper and goes out as  $\frac{3}{4}$  plastic with a couple hose clamps. Pennichuck could not locate any shutoffs at the houses in question. Further discussion took place regarding Edgar Create wanting the line the way it is currently because he did not want to extend the main and therefore, he created the existing problem. Commissioner Bill Murphy explained that the feed comes out of the main on King Street and is a 1-inch line. The feed goes all the way from under the road on King Street as a 1-inch line, down over the hill by the meter pit

for the barn, and then goes down to where it turns to 2-inch line, this is where the bottleneck problem occurs. To do a full replacement, repair it would require totally replacing approximately 3,400 feet of line coming from the hydrant on King Street down past John's house. A brief discussion took place relative to having 3 separate owners on a privately owned water line. Further, it was conveyed that Edgar Create paid or the line to be installed as it currently is. Additionally, there was a question regarding liability of the Precinct whereas if the Precinct is using a private water lines to sell Precinct water it may make it appear that the Precinct owns the lines. The Commissioners agreed that enough money has been put into a resolution for River Road, that valves have been fixed, and that it basically is a privately owned line.

2. Gelin's Billing Issue: Commissioner Bruce Crawford reported that Dan Wojcik, of Pennichuck will call Gelin's and discuss the billing issue. The Commissioners noted that Gelin's has been notified that the prices he charges need to be reasonable or other options will be looked at and utilized. If the last bill is not changed by Gelin's the Precinct will pay it at the end of the year.
3. WSO: The Commissioners noted that the bill from WSO was reasonable. It was also noted that WSO brought 3 workers to accomplish the River Road project and that they came from Henniker. Additionally, at the time of the job, WSO did not know how much work really needed to be accomplished, and it was noted that the bill was \$1,000 cheaper with 3 workers than Gelin's' billing with only 1 worker. The WSO bill will be paid on the next billing cycle.
4. Review of Rules/Charges for Annual Meeting: Procedure (voting, etc. ) for Annual Meeting: The Commissioners agreed that a workday will be needed to accomplish this task.
5. Contract Negotiations with Pennichuck: Commissioner Nathan Young reported he will print the letter relative to Pennichuck contract negotiations which the other Commissioner reviewed via email on letterhead for signatures and mailing tomorrow.
6. Bailey Drive: Commissioner Nathan Young reported he that the town looked at the state of the trailer in question for nonpayment of taxes and did not seize the trailer. Therefore, the trailer became abandoned and was demolished. Discussion was held regarding the town not issuing demolition permits until they are sure the water bill is paid. However, it was also noted that it may not hold any legal weight. The water bill stays with the property as the water is not sold to an individual but is being sold to a property. Therefore, the park owner is responsible for the water bill. If another trailer is placed on the where the demolished trailer was, the past bill

must be paid prior to reconnection of service to the new trailer. Commissioner Nathan Young will have a conversation regarding the bill with Mark Bailey. Commissioner Bruce Crawford will review the RSA related to water bills and trailer parks. A brief discussion also took place regarding Pennichuck wanting the Commissioners to work on the master meter/trailer park issue.

7. Woody Hollow: Commissioner Bruce Crawford reported that he spoke with Dan Wojcik, of Pennichuck, and instructed him to provide Woody Hollow's Engineer with any information which he/she requests. Pennichuck should keep track of the time associated with responding to any questions. If an escrow is received by the Precinct, Pennichuck's time will be billed out of the escrow, and if not Pennichuck can bill Woody Hollow's directly. It was noted that the project appears to be going forward, but Precinct is still waiting for the \$5,000 Escrow, drawings, etc.
8. Knowlton Road Properties: A brief discussion took place regarding where the Knowlton Road new builds stand with requiring water service or if wells are going to be utilized. It was also noted that 109 King Street build would be a return to service and probably an impact fee of some sort would be in order depending on what is built. No applications have been received regarding these any of these properties to date.
9. Long-term Projects:
  - a. CIP Update: Tabled
  - b. Update Emergency Plan (per DES): Commissioner Nathan Young reviewing.
  - c. Update Vulnerability Report (per DES): Tabled
  - d. DES Asset Management Survey: Tabled

**Other Issues:**

1. Bookkeeping: It was noted that a letter needs to be sent to Safebooks regarding the Precinct bookkeeping coming back inhouse. Cheryl Mitchell will write up some ideas and present them to Commissioner Bruce Crawford for review.
2. Commissioner Bruce Crawford reported that he has placed a lock on the gate of the well field. He is going to put key tags on and place them in the corrosion building for access to the gate key. A brief discussion took place regarding signs being placed relative to no trespassing, and how close the rail trail runs to the well fields. Commissioner Nathan Young will see what is used at Manchester to get an idea and the Commissioners can go from there.

