

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

The special meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on January 6, 2020 at 5:39 p.m. by Commissioner Bruce Crawford, Chair.

Financial Update:

Cheryl Mitchell reported that no year-end totals have been received from Safebooks as Kacey has gone on vacation. Commissioner Lorrie Carey asked if Christine, from Safebooks, could run the year-end totals as they are needed now. Cheryl Mitchell reported Kacey had told her previously that she has not done any revenue posting for December. Also, Kacey did not break out the payroll issues discussed, and it did not appear that she picked up the PDIP interest. The Commissioners agreed to have Cheryl Mitchell request the year-end totals from Christine at Safebooks.

Commissioner Bruce Crawford reported that the Bond Payment is due this week and also the payment on the Meter Loan. Additionally, he reported the bank account has approximately \$200,000. Commissioner Bruce Crawford will drop off the checks to be signed at the January 8th regular meeting as he will not be attending that meeting. Additionally, he and the Treasurer, Elaine Clow, will sign the checks prior to him dropping them off.

Old Business:

1. Commissioner Bruce Crawford reported that the new furnace has been installed and the second half of the payment is now due. The Commissioners are hoping that the new furnace will be more efficient.
2. Commissioner Bruce Crawford reported that Huckleberry went up to the corrosion building and will be putting in a vent alarm on the generators which will indicate when the generators are full of fuel. Huckleberry will be taking care of the fuel for

the generators; however, the Commissioners will need to call them for delivery when needed as automatic delivery is not an option.

New Business:

1. Stamps: Commissioner Bruce Crawford reported he has purchased a roll of stamps for the Precincts and Commissioners use.
2. Fairbanks Tank: A brief discussion took place regarding the Fairbanks tank. There was a communications problem this past weekend and Pennichuck responded. The tank ran down so there were water pressure issues. It appears that when a storm hits the area, the communications get knocked out. Commissioner Lorrie Carey reported she saw the report first on Facebook and again reiterated that if there is a water issue taking place that water customers should be reporting such issues immediately to Pennichuck.
3. Commissioner Bruce Crawford reported PBWP received a check for approximately \$300 from the State for the Veteran Cemetery. The check is sent directly to PBWP because the State has not changed their automatic system of payment. The bank has to send the check to PBWP on the States behalf because PBWP does not accept electronic payments.

Open Issues:

The precinct will be holding a special meeting on January 14, 2002 at 5:30 p.m. to address concerns and issues directly with Pennichuck. The Commissioners discussed the following questions they have for this meeting as follows:

1. Liens on Bills: The Commissioners expressed concerns with the way Pennichuck addresses liens. The Commissioner agree that lien amounts should not be put in a holding account and should appear on the customer's bill. If not, they should be billed separately for the lien amount, so it does not appear to the customer that the lien amount is no longer due.
2. Summary of Billing Monthly: A discussion took place relative to Pennichuck servicing the precinct for 2 years, however, the precinct is still not getting the appropriate reports which indicate certain projects are being billed to customers. Additionally, the Commissioners discussed whether Pennichuck could give the PBWP a printout of who they billed and for what amount, i.e. a summary billing list. It was noted that PBWP does receive individual invoices from Pennichuck. Also, Pennichuck does send a sales report, but it does not break down as to where the money came from. A discussion of backflow billing was also held, and Cheryl Mitchell reported that May and November are typically when New England Back Flow does the testing. They did have to do Dollar General and Shore Line Drive in December. However, there needs to be billing for the ones done in December. Pennichuck includes the New England Backflow charge of \$50.00 on the customer's bill with a \$7.50 up charge for the precinct for a total billing of \$57.50.

3. Insert for Upcoming Quarters: What is the insert for the next billing quarter. Could the insert be the water quality report on the website.
4. Water Testing Costs: Is PBWP being billed for testing? The Commissioners are under impression that fees were supposed to be in the contract. It needs to be defined if certain testing fees are included in the contract or are billed separately to the precinct. Some tests are performed monthly, some quarterly, and others annually.
5. Billing Breakdown for Audit: This is actually a Safebooks question, however, the Commissioners would like to know how they are going to break down the payment, i.e., what is backflow, what is water usage, interest, inspection, late fees, etc.? In the past PBWP would post the warrants as revenues and then would reduce receivables as payments came in. Currently Safebooks is only posting to revenue what comes in as payments. An example is as follows: if PBWP receives a check for \$500 how is PBWP going to know what that money is for and how the payment is broken down?
6. Markups on contractors: The Commissioners discussed needing Pennichuck to define when a mark-up for a contractor takes place and what the mark-up is actually for.
7. DigSafe: The Commissioners discussed the fact that DigSafe should be tracked in an expense subcategory, perhaps under "outside contractor" in the budget. PBWP receives a bill every month from DigSafe as well as being charged by Pennichuck for DigSafe calls. The current contract with Pennichuck includes 25 no charge DigSafe call outs, however, everything above 25 is charged to PBWP by Pennichuck. The bill received from DigSafe is minimal and totals approximately \$40 a month. The Commissioners would like clarification regarding Pennichuck doing DigSafe work and charging extra during their normal working days of Monday, Wednesday, and Fridays. The line item on the 2020 budget will be \$2000 for DigSafe and the Outside Contractor budget line will be \$33,000. Each bill is done separately and calculated by the amount of time it takes, however there is a need for a standardized cost for DigSafe.
8. Commissioner Bruce Crawford reported PBWP received a bill today from E.J. Prescott for the software update which PBWP is not utilizing. The Commissioners questioned if Pennichuck needs the software updates for the handheld guns provided by PBWP. This bill has been sent to PBWP since August and the Commissioners agree that the software may be an update to keep the equipment running. Pennichuck will be asked if they require this updated software.
9. The Commissioners discussed the Pennichuck bills which use to be somewhat predictable, but the readings lately seem to be all over the place. The Commissioners would like to know if Pennichuck reads all meters in one day or if

they are read throughout the work week on Monday, Wednesday, and Friday. Additionally, the Commissioners discussed meter failure and the number of meters which are functioning incorrectly due to improper installation, not programmed correctly, or having manufacturer malfunctions.

10. The Commissioners discussed the shut off schedule and at what dollar amount shut-offs will occur. The Commissioners would like to see a copy of a shut-off notice from Pennichuck. The Commissioners have asked to review shut-off notices prior to Pennichuck sending them out. The Commissioners also discussed wanting to know the past due status of the Homestead Inn and S.Y (N. Main St.). Additionally, the Commissioners reviewed the previous shut-off schedule and report from Pennichuck.

New Business Continued:

Rate Sheet review and revisions: The Commissioners discussed if the fees charged are keeping up with what PBWP needs to maintain the water system. Each listed line item on the Schedule of Rate Fees was reviewed, discussed, and in some cases adjusted by the Commissioners as follows:

1. Base Rate \$31.00 for house meter: changed to \$32.00 for house meter.
2. Water Rates \$5.92 per 100CF: changed to \$5.97 per 100CF.
3. Service turn off visit \$60.00 at customer request: changed to \$100.00 at customer request. The Commissioners discussed the possibility of waiving this charge if there is a hardship as they have the authority to waive any fee.
4. Service turn off visit \$60.00 for non-payment: changed to \$100.00 for non-payment.
5. Service turn on visit \$40.00 at customer request: changed to \$100.00 at customer request. The Commissioners reviewed the Pennichuck Contract and discussed adjusting to the actual costs.
6. Service turn on visit \$40.00 for non-payment: changed to \$122.00 non-payment and \$244.00 after hours.
7. Frozen meter \$175.00 for meter Plus Labor and material costs (see technician labor): changed to Meter Installation \$175 for 5/8-meter, \$100.00 radio box. \$100/hr Labor -larger meter extra. Frozen meter \$100.00/hr Labor plus Materials.
8. Late payment fee \$10.00 plus interest on overdue balance. Imposed on second billing and shut off notice: Remains the same.
9. Return check fee \$40.00: Remains the same.
10. Final reading \$75.00: Remains the same.
11. Initial reading \$100 includes setting up new account, credit check, etc.: Remains the same.
12. Pool fill from hydrant \$150.00: Remains the same.
13. Truck fill from hydrant \$70.00 up to 7000 gallons. Trucker supplies own equipment: Remains the same.
14. Interest on past due balances 1.5% per month billed monthly: Remains the same.

15. Contractor bulk use \$50.00 from hydrant plus metered us at \$5.50 per 100 CF: Remains the same.
16. Connection fees Single family residence \$2000.00 (WIF plus expenses, inspection and engineering fees, as necessary): Changed to \$2500.00 (WIF plus expenses, inspection and engineering fees, as necessary):
17. Connection fees 2-3 unit residences \$1750.00 per unit: Remains the same.
18. Connection fees 4+ residences \$1500 per unit: Remains the same.
19. Connection fees Commercial up to 1" service \$3000.00 per unit: Remains the same.
20. Connection fees Commercial up to 2" service \$4000.00 per unit: Remains the same.
21. Connection fees Commercial over 2" service \$5000.00 per unit: Remains the same.
22. Water Investment Fee (WIF) New Housing 2 bedroom \$2500.00 plus \$500 for each additional bedroom: Changed to \$3000.00 plus \$500 for each additional bedroom. Discussion was held regarding the savings account at Franklin Savings Bank, i.e. the WIF account and the PDIP account, which is utilized to invest operating revenue. Additionally, a discussion was held with regards to a sweep account. Commissioner Lorrie Carey will speak with Nancy from Franklin Savings Bank regarding sweeping the savings account. The WIF money for 2019 was deposited into the general account instead of the WIF account. Previous Commissioner Bill Devine moved \$75,000 from the general account into the PDIP account. Discussion was held regarding how much money should have gone into the WIF account but went into the general funds account. The Commissioners agreed they need to obtain reports for the WIF account for the past few years to determine when the deposits stopped. Additionally, the Commissioners agreed that they need figure out what the WIF amounts were for 2019, and possibly 2018, and transfer them from the general fund checking account into the WIF savings account where they belong. It was determined by the Commissioners that the deposit slips should indicate what each payment is for. Commissioner Bruce Crawford will go through the deposit book and try to notate what each deposit was for and who it was from.
23. Meter removal or reinstallation Hourly rate of \$100.00 per technician plus materials: Changed to Hourly rate of \$135.00 per technician plus materials.
24. Meter check accuracy N/C if fault is found w/meter: hourly rate of \$100.00. Discussion took place regarding where the meters are checked and the time frame it takes to get the test results back. Discussion was held regarding Woody Hollow and the meter accuracy issue with them. Remains the same.
25. Locate shut off at curb Hourly rate of \$100.00 per technician plus cost of landscaping or pavement repairs: Changed to Hourly rate of \$135.00 per technician plus cost of landscaping or pavement repairs
26. Temporary meter deposit \$250.00 to \$1500.00, depending on size: Remains the same.
27. Technician labor charges Hourly rate of \$100.00 per technician: Changed to Hourly rate of \$135.00 per technician.

28. Inspector labor charges Hourly rate of \$100.00 per inspector: Changed to Hourly rate of \$135.00 per inspector.
29. Engineer labor charges Hourly rate of \$100.00 per engineer: Changed to Hourly rate of \$200.00 per engineer.
30. Commissioner labor charges Hourly rate of \$50.00: Remains the same.
31. Bookkeeping labor charges Hourly rate of \$50.00: Changed to Hourly rate of \$85.00

Old Business:

1. Credentials for DEA website: Cheryl Mitchel requested the Commissioners obtain past Commissioner Sean Skabo's credentials to get onto the DEA website as her old credentials are no longer functional. Cheryl Mitchel has to send the Warrant to DEA, and there are additional deadlines for other documents to be filed with DEA. Commissioner Lorrie Carey will reach out again to past Commissioner Sean Skabo.
2. Cityside Easement: Commissioner Bill Murphy reported that Dave LeFevre was going to draw up a sample easement for the Commissioners to review. Janet Levy was objecting to the drawing because it was incomplete. The Warrant needs to stipulate that the PBWP does not want Trustees of the Trust Fund managing the Capital Equipment Fund any longer. The PBWP has no Capital Equipment any longer, therefore, the Fund needs to be dissolved and the monies repurposed. The name has been changed before but it was kept in the custody of the Trustees of the Trust Fund. Taking it out of the hands of the Trustees of the Trust Fund will allow the PBWP to gain more money on the funds The Commissioners agreed to consult with Attorney Dave LeFevre regarding the Easement, and how should a Warrant be written to dissolve the Trustees of the Trust Fund. Also, the Commissioners would like to ask Attorney Dave LeFevre, with water investment fees charging is there a time limitation as to when PBWP can spend these funds? Further discussion was held regarding the drawings for the easement and that more complete drawings are needed. Cheryl Mitchell reported she requested the As Builts from Cityside on December 30th and has not received them yet. The Commissioners agreed that Janet's language should be used in the letter requesting a more complete drawing from Cityside. There is a question as to why an easement is needed if PBWP is going to own it. It was reported by Commissioner Bill Murphy that Attorney Dave LeFevre said it was the Commissioners decision whether to own it or not. Commissioner Bruce Crawford pointed out that if the PBWP owns it, there is a liability issue.
3. Feasibility Study: The Town has not presented the PBWP with the Feasibility Study yet. Cheryl Mitchell reported the Town of Boscawen has not sent payment to her for the invoice she submitted to them. Further, she explained she was told that the Town would likely not pay her because they did not hire her. The Commissioners agreed that a letter to the Town of Boscawen needs to be written which points out that the Commissioners were under the understanding that the Feasibility Study would be done at no cost to the PBWP and that the Town of Boscawen could talk

to the PBWP consultants, Cheryl Mitchell and Janet Levy directly. The Town of Boscawen speaking to the consultants is not a normal operating expense for the Precinct therefore the Town of Boscawen needs to directly pay the consultant. Commissioner Bruce Crawford will draft the letter. Discussion was held regarding the agreement and what the Commissioners understanding was regarding the Feasibility Meeting held with Commissioner Bruce Crawford, Commissioner Lorrie Carey, and past Commissioner Bill Devine. Commissioner Lorrie Carey will email past Commissioner Bill Devine and ask him if he is of the same understanding. Cheryl Mitchell will send an itemized billing document for the \$270 she billed to the Town of Boscawen to Commissioner Bruce Crawford. It was reported that Underwood is wrapping up the Feasibility Study, but that they were having a problem finding a Hydrology Study. When the Study complete the Town of Boscawen and the PBWP will get a copy. October 9, 2019 minutes reflect the following "Commissioner Bill Devine presented the Commissioners with a document regarding the Town assuming the PBWP. Protecting the infrastructure of PBWP and our customers is a primary concern of the Commissioners. Commissioner Bill Devine made a motion that the Commissioners hereby authorize a detailed Feasibility Study of transferring all assets of the PBWP to the Town of Boscawen for its operation as a Municipal Water System with a study to be conducted on behalf of both parties by and at the expense of the Town. The Commissioners further authorized and direct Cheryl Mitchell as the PBWP contact to the study group. Pennichuck, Safebooks, and Lauren Hargrave are authorized and directed to supply such materials as may be required to conduct a comprehensive study. Seconded by Lorrie Carey. Discussion was held regarding the Feasibility Study. Passed unanimously. The Feasibility Study was signed and dated by the Commissioners." Further discussion was held regarding the Feasibility Study, an impact study, bonding power, and the ability to negotiate with Concord. A copy of the minutes will be provided with the letter to the Town of Boscawen.

4. Quickbooks: Cheryl Mitchell reported that Quickbooks will cost \$762 with payroll capability, and \$350 without payroll capability. Discussion was held regarding if Safebooks could still continue with the employees as a payroll service. Also, the Commissioners need to figure out if the stipend are to be paid out monthly or quarterly. Commissioner Bruce Crawford will contact Safebooks and find out if they would be willing to continue as a payroll service. Cheryl Mitchell reported that she believes it would be more cost efficient to go with no employees and just have stipends.
5. Abatements: Cheryl Mitchell asked if the abatements were taken out of the Revenue Metered Water Use, this is a question that needs to be answered by Safebooks. Additionally, the Commissioners will ask Safebooks if the Revenue is a Net figure.

6. Laurie talk to Nancy at bank, type up questions for Tara King for the 14th. On the 8th bless the rate sheet and the current budget and Lorrie will write up a draft warrant for the 8th meeting.
7. Woody Hollow: The current status is unknown. Commissioner Lorrie Carey will request the current status from Tara King, of Pennichuck. Discussion was held regarding the meter and if Woody Hollow was billed for the water main brake.

New Business Motions:

1. Commissioner Lorrie Carey made a motion to approve the Draft Budget as amended. Seconded by Commissioner Bruce Crawford. Passed unanimously.
2. Commissioner Lorrie Carey made a motion to approve the Amended Rate Sheet. Seconded by Commissioner Bruce Crawford. Passed unanimously.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bruce Crawford. Seconded by Commissioner Bill Murphy. Passed unanimously. The meeting was adjourned at 8:32 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, January 8, 2019 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on February 9, 2020

Minutes approved by: _____ /s/ _____ on February 12, 2020
 _____ /s/ _____ on February 12, 2020
 _____ /s/ _____ on February 12, 2020