

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
David Caron, Public
Cynthia Caron, Public

Present via Zoom: Cheryl Mitchell, Administrator 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 July 22, 2020 at 5:30 p.m. by Commissioner Bruce Crawford, Chair.

Financial Update:

Commissioners signed manifest and checks.

New Business:

1. David Caron:

David Caron addressed the Commissioners with regards to 41 Tremont Street's billing problems. He reported that he has owned the property for 4 years with only 1 dwelling being occupied. There were 3 trailers and a house. The house is not occupied and each one had their own meter which was 4 accounts. The previous owner had reported to David Caron that the meters were kept active because a reconnection fee is more expensive than leaving the service on. When he initially started the project, he was told by the then Commissioners to wait until Pennichuck took over. He waited 3 or 4 months and met with the Commissioners and Pennichuck. He didn't know how it would work as he wanted to put new homes and new lines in the ground because they had suspected that there was leakage in the ground. Commissioner Bill Murphy reported that David Caron put a new 2-inch service in which currently services the units currently on the property and with anticipation of the Barber School and the duplex in the back. There is an issues as

to what the customer is currently being billed for. David Caron felt he was given absolutely no guidance as to how to handle the entire water project. Communication with Pennichuck was non-existent. A meter pit was installed at an approximate cost of \$4,000. The master meter is currently not at issue, the issue is how many meters are being billed compared to how many structures with water are currently located on the property. David Caron reported currently there are 4 homes on the property and that they do not have individual meters. Commissioner Bruce Crawford explained that there should be 4 bills, 1 for each unit and then 1 for the master meter. The master meter bill will be the difference of the water which went through the master meter and the total for the 4 units. Therefore, if the system leaks it will be picked up by the master meter. David Caron further reported that he was informed that as long as the water was measure coming through a single meter and paid for there would be no difference in cost. He still is going to build a school, so he wants to use the old curb stop. Further he reported that currently he is receiving 2 different bills for 41 Tremont with 2 different meters. Pennichuck has reported that they cannot get a reading from the meter which is functioning. The Commissioners reviewed the bills presented by David Caron in order to try and locate the meter numbers. David Caron also reported that the wants to keep at least one account alive so when the school is built, he will not incur a reconnection fee. Pennichuck informed David Caron that a copy of the demo permits where needed in order to discontinue billing. However, there was a unit which was demolished prior to him purchasing the property. He has been paying the water bill for the past 4 years but the last couple of quarters he has not paid. The master meter was reading until the last meter read. The Commissioners reviewed a bill for a unit which was being lived in until it was torn down in September of last year. Kellie Jo Easler supplied David Caron with the demo permits which were copied by Commissioner Nathan Young. Just because the meters back from Pennichuck it doesn't mean that ever got to office to shut off. Cheryl is there any engineered plans as to what is currently on the property. David Caron also reported that the Town has requested an as built plan in order for him to obtain an occupancy on the new built. The as built will include where the water is, and he will supply it to the Precinct. Currently David Caron should be billed only for the master meter and why the master meter is not reading needs to be determined, it may be a communicating error. Commissioner Bill Murphy noted that the Precinct needs to get the meter read and figure out when the trailers went away in order to be able to figure out the current bill and square everything back up. Commissioner Bruce Crawford noted that David Caron should not be billed minimums for previous demos. 35 Tremont has a meter number, is still being billed, and is a slab which has not been in use in quite a while. Commissioner Bill Murphy noted that a lot of flow is coming in where the closest units are on the property, and that the flow decreases the further back on the property you extend the line. He

recommended putting in curb stops and also putting in another stop called a blow off. A blow off will allow for the system to be flushed in order to keep sediment from building up and to clean the line. Discussion took place regarding individual meters being placed for each unit in the future and the reasoning behind it. It was further explained that the usual way tenancy is handled is the master meter is placed out front and then a meter pit with a meter is placed on each unit. Commissioner Bill Murphy noted that the duplex will need to have a curb stop for each side along with meter being individually installed for each side. Further, the Commissioners explained sizing of meters, the need for a meter horn, and that at least a 3/4-inch line is necessary for each side. The normal pipe sizing is 1-inch. The duplex will be 1 bedroom each. Commissioner Bill Murphy will contact Pennichuck relative to the billing of 41 Tremont Street to try and resolve the billing issue.

David Caron reported he accumulated the information requested by the Precinct with regards to 147 North Main but is unsure why the Precinct has requested the information. Commissioner Bill Murphy requested that David Caron explain his plan for the 147 North Main property. The old house unit will be either replaced with another house or a duplex. He will be replacing 6 mobile home with 6 mobile home and therefore will not need to go to the planning board or the zoning board for approval. When Pennichuck was contacted by him to turn the water off they reported there was a high probability of leakage. The plan is currently to replace the entire water system with an entirely new system. David Caron also reported that when the master meter was located for this property it had water bubbling out of it. The meter was taken by Pennichuck as they said the meter was leaking. Once the meter was taken out and the line was capped water started to bubble up at the curb stop. Therefore, David Caron was told that the curb stop would have to be replaced. He agreed and has been contacting Pennichuck on a regular basis regarding a work slip for the new curb stop. Commissioner Bill Murphy explained that the problem with the curb stop is that it was not turned off. Pennichuck apparently thought that they had turned off. Commissioner Bill Murphy further reported that the original master meter was for a 3/4-inch meter and 8 units can not be fed off of a 3/4-inch curb stop. At the back of the lot there is not going to have good water or water pressure. Most likely the current curb stop can be used for the duplex, however, the other 6 units will have to have a good size, couple inch, curb stop in order to have capacity. The water main is on the opposite side of the street from the property. The line could come in from the back of the property, however, an easement would be needed. It was noted that there is a 6-inch main at the Elderly housing it would be large enough to feed the property from the back, Commissioner Bill Murphy will investigate that possibility. David Caron additionally stated that the property will be going from a 15-bedroom community down to an 8-bedroom community as every unit is going to be a single bedroom unit. He is aware that he will be going from 7 units to 8 units on

the property. Commissioner Nathan Young explained that when a plan is submitted for the project the Precinct Engineer will review the plan and approve or stipulate changes which have to be made to the plan prior to the project being started. David Caron reported he utilizes Northpoint Engineering however they do not do water only sewer. Water Engineering involves pressure, volume, and distance. David Caron explained that his current plan does not involve finishing the entire project at once. Commissioner Nathan Young explained that he may want to price out the work which is going to be done and it may be an overall investment up front but from a price perspective the cost may be less if done all at once. Further discussion took place regarding the project plan, sizes of pipes, location, etc. David Caron asked if it was possible to know what size the current line is going into the property. Commissioner Nathan Young reported that he may be able to ask the current Engineer how many bedrooms he believes can be fed off of a ¾-inch line to give David Caron an idea of what he will be looking at for the project to be completed. When the demo was done on the property the pit was destroyed and buried it is believed that the pipe is still there and connecting to the curb stop. It may be worth finding the pipe to determine what size it is. The customer folder was pulled and the chart which indicates the size of the pipe was left blank. Following the discussion regarding the plans for 147 North Main, David Caron reported he was asked to bring the HUD statement, the purchase and sale document, etc. Commissioner Bill Murphy explained that the purpose for the requested documents was there was an exceptionally large water bill for the property, and it is still connected to the property. The closing statement should indicate if payment was made or not and the purchase and sales agreement should state who was to pay for what. Normally, the seller closes out all accounts at the time of closing. David Caron stated that \$302.40 check was received "which represents payment of water and sewer invoices for the above referenced property" and this amount was placed on the HUD statement. The water bill is currently approximately \$12,000. Discussion took place regarding the sales transaction, utilities, warranty deed, etc. The Commissioners expressed that it appears that something may have been misrepresented to David Caron. Commissioner Bill Murphy explained that there was no recorded lien, however, there is an RSA 38:22 there is an automatic lien put on the property which runs for 18 months. At the end of the 18 months the bill is either paid or the lien can be recorded. Therefore, there is an automatic unrecorded lien. Commissioner Bruce Crawford reported that prior to the property going to foreclosure, Tom Lyon's of Pepper Enterprises gave him some cash to pay a portion of the water bill so that the water would not be shut off. Tom Lyon's had purchased the property from Casavan. The Commissioners questioned if the billing from Pennichuck was correct. Commissioner Nathan Young questioned where the \$302.40 figure was obtained. Commissioner Bill Murphy believes the amount was obtained from the Town of Boscawen which would have

been the sewage bill. Commissioner Bruce Crawford explained that in the past some attorneys and/or title companies did not realize that the Precinct is not part of the Town and that the water bill is separate from the town sewage bill. It would be an error or an omission, however, it should have been known by Tom Lyons as he was receiving the bills and was aware of the amount unpaid and Pepper Enterprises still is receiving the bills. Liz Puckett from Tarbell's (the attorney) signed off on the \$302.40 number. David Caron reported that he was never informed of the billing even after repeated contact with Pennichuck. Cheryl Mitchell reported that any outstanding sewage bill may have been rolled into the property taxes by the Town, but it does not account for the water. Commissioner Bill Murphy explained that the situation will be figured out, but that David Caron's name is not on the customer list as being the owner and that the bills are still being sent to Pepper Enterprises. David Caron expressed that he needs a letter stating that he can receive water at 147 North Main to obtain his building permit. Commissioner Bruce Crawford explained that the Commissioners can give him the letter he needs. Further, he needs to find out what the service size is of the current line. Commissioner Bill Murphy reiterated that he needs to do some engineering and find out what will work and what is needed. Commissioner Bill Murphy will contact Kellie Jo Easler at the Town to determine what is need from the Commissioners for the building permit to be issued and if it is just a letter that it will be written and sent. Commissioner Nathan Young reported he will ask the Engineer based upon a ¾-inch line how many bedrooms can be accommodated and will email David Caron with the answer to give him a general starting point. David Caron asked the Commissioners what he needed to do relative to the water billing issue of 147 North Main. Commissioner Bill Murphy questioned if David Caron paid for Title Insurance. Commissioner Nathan Young requested that David Caron email him the water meter numbers. Commissioner Bruce Crawford explained that if in time it is determined that the bill is actually real and owed the Precinct is applicable to working with Mr. Caron on payment. Further discussion was held regarding Title Insurance and reconstructing what happened in billing. David Caron expressed his concern regarding contacting Pennichuck, and the responses given to customers, the Commissioners agreed with his concerns on this matter. A review of past bills for Casavan took place along with a discussion regarding the master meter billing. David Caron noted that he was pleased that he is now receiving some guidance. The Commissioners provided their names and contact information to Cynthia Caron. The Commissioners will keep David Caron apprised as to their finding as they look further into this issue.

2. 11 Corn Hill Road Update: Commissioner Bill Murphy reported that the new meter has been installed.

Approval of minutes from last meeting: *Commissioner Bill Murphy made a motion to approve the Regular Minutes of July 29, 2020, Special Minutes of August 7, 2020, and the Sealed Non-public Special Minutes of August 7, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.*

New Business Continued:

1. 78 River Road Service Repair and Pressure Issues: Commissioner Nathan Young reported that himself and Commissioner Bill Murphy found the service to the house and the blow off valve, both of which the tops were ground off. It appears that when the road was repaved that they were sheared off. Those 2 things need to be repaired and Commissioner Nathan Young believes during excavating those areas in order to make the repairs the Precinct will be able to determine how the rest was fed and definitely help going forwards. His suspicion is that they just tied on to the blow off and he suggested that the Precinct call its own company so that it does not incur the 35% markup from Pennichuck. Commissioner Bill Murphy reported that he had a conversation with Dan Wojcik, of Pennichuck about the service and that Pennichuck has to be involved. The Precinct can hire whomever they wish to do the work, however Pennichuck must supervise. He also discussed attaching onto the blow off and the possibility of putting a new blow off at that location. Whatever the Commissioners decide will have to be coordinated with Pennichuck. Discussion took place regarding different options. Commissioner Nathan Young reported that he has spoken to the man at DRA regarding the well but has not been able to touch base with the women with regards to grants. Once the area on 78 River Road is excavated perhaps finding out if there are any grants available to help with the cost. Commissioner Bruce Crawford will contact Gelinias and explain that the Precinct would like them to do the work and bill the Precinct directly but coordinate with Pennichuck.
2. Well Lot Deed Information: Commissioner Bill Murphy reported there are 2 lots. Both lots are on 1 deed the one with the corrosion building runs alongside of Rt 3 and is 150 feet and runs over 68 feet back. The deeds are specific that it is on the northerly side of the boat ramp and the other one goes up the road and is something like 20 feet at the upper end and it is all riverbank. The Commissioners reviewed the tax map. The boat ramp is not owned by the Precinct. On a different note, Commissioner Nathan Young reported that Well #3 flow meter has been fully repaired.
3. Knowlton Road Landowner Info and Letter: Commissioner Bill Murphy reported that information has been received from a Pennichuck employee who fixed the water main. The employee explained that the owner was working around where line was and that the main isn't buried very deep. So, during his work the vibration from his equipment caused a fitting in the side of the water main, which had a screw in cap

which had rotted off, popped the cap off causing the leak. There was nothing wrong with the treads of the cap and Pennichuck just replaced the cap to resolve the problem. The Precinct can not legitimately say that the owner damaged the pipe. Discussion took place regarding the charges for making the repair.

4. Walker Pond Appraisals: No appraisals as of yet.
5. Mason Donovan response letter: Commissioner Bruce Crawford has the letter and it has been signed. Commissioner Bruce Crawford will mail the letter tomorrow.
6. Pennichuck Invoices: The Commissioners reviewed the attachments on the agenda and discussed markup pricing from Pennichuck and what each markup pertains to. Further discussion took place regarding chemical markups.
7. Cheryl Mitchell Items:
 - a. Bookkeeping: Commissioner Bruce Crawford reported the invoice from Safebooks is \$4,900 which is how much they have billed the Precinct this year so far. Cheryl Mitchell reported that if Elaine Clow, Treasurer would be willing to get a stipend instead of payroll it would eliminate a lot of software costs. Commissioner Bruce Crawford will speak with Elaine Clow regarding this matter. Additionally, Cheryl Mitchell reported that she believes she could cut Safebooks cost in half if she does the bookkeeping inhouse. The Precinct would have to get a backup copy of QuickBooks from Safebooks with passwords and a QuickBooks would have to be purchased and installed on the office computer. **Commissioner Bruce Crawford made a motion to work in the direction of having Cheryl Mitchell take over the Precinct Bookkeeping. Seconded by Nathan Young. Passed unanimously.**

Old Business:

1. Precinct Engineer: Commissioner Nathan Young reported he has a written proposal from David Miller in hand which give DG Miller, LLC with today's date, an annual retainer of \$1,000 with an hourly rate of \$65 per hour, Engineer License Number 9055, and carries professional liability insurance. **Commissioner Nathan Young made a motion to accept the proposal from David Miller as the Precinct Engineer. Seconded by Commissioner Bill Murphy. Passed unanimously.** Cheryl Mitchell requested that a W9 be completed by David Miller for tax purposes. Commissioner Bill Murphy explained that a written contract needs to be written up and also needs to be more defined. Commissioner Bruce Crawford explained that normally an Escrow Account is established by an applicate to cover the costs of the Precinct Engineer and if the cost exceeds what is held in the Escrow Account the applicant is responsible for replenishing the account with additional funds.

Commissioner Nathan Young will work with David Miller on a contract and will email it to the other Commissioners prior to the next meeting for review and/or correction. Additionally, Commissioner Nathan Young will request that David Miller attend the next scheduled meeting to sign the contract with the Commissioners.

2. Website Domain Name & Payment: Cheryl Mitchell reported the bill has been paid through 2023 for the website domain name. Nothing more needs to be done.
3. Audit Report: ***A motion was made by Commissioner Nathan Young to accept the Audit Report. Seconded by Commissioner Bill Murphy. Passed unanimously.***
4. Estimated Revenue Report: Cheryl Mitchell reported that the estimate revenue report is due to the Department of Revenue on September 1st. Cheryl Mitchell will print the report for the Commissioners to review at the next meeting and once it is okayed she will post it to the portal.
5. Fairbanks Tank Right of Way: Tabled
6. Long-term Projects: Tabled
7. CIP Update: Tabled
8. Update Emergency Plan (per DES): Commissioner Young reviewing, Tabled
9. Update Vulnerability Report (per DES): Tabled
10. DES Asset Management Survey: Tabled

Meeting Closed:

Motion to Close the Meeting by Commissioner Nathan Young. Seconded by Commissioner Bill Murphy. Passed unanimously. The meeting was adjourned at 8:03 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. On, August 26, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on August 18, 2020

Minutes approved by: _____ /s/ _____ on August 26, 2020

_____ /s/ _____ on August 26, 2020

_____ /s/ _____ on August 26, 2020