

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
Dave Miller, Engineer

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 August 26, 2020 at 5:30 p.m. by Commissioner Bruce Crawford, Chair.

Financial Update:

Commissioners signed manifest and checks.

Commissioner Bruce Crawford made a motion to enter Nonpublic Session per RSA 91-A:3 II (b). Seconded by Commissioner Bill Murphy. Passed Unanimously. The Commissioners entered Nonpublic Session per RSA 91-A:3 II (b) The hiring of any person as a public employee. at 5:31 p.m.

Commissioner Bill Murphy made a motion to seal the Nonpublic Session Minutes per RSA 91-A:3 III. Seconded by Commissioner Nathan Young. Passed Unanimously.

Dave Miller departed the meeting.

Commissioner Bill Murphy made a motion to come out of Nonpublic Session at 6:12 p.m. Seconded by Commissioner Nathan Young. Passed Unanimously.

Approval of minutes from last meeting:

Commissioner Nathan Young made a motion to approve the regular minutes of August 12, 2020. Seconded by Commissioner Bill Murphy. Passed unanimously.

New Business:

1. Well Height/Possible Water Restrictions: Commissioner Nathan Young reported that he has heard back from Dan Wojcik of Pennichuck and the well height do not seem to be varying from where they were a month ago. Commissioner Nathan Young will check them weekly. Currently he can only see 3 weeks back on the system. It is unknown if the wells are always monitored ultrasonically to see real height or a pressure differential calculation that would show a false height under pumping conditions. Dan Wojcik was unaware that well heights were being registered, he reported that he did not know they existed and therefore Pennichuck has not been keeping track of well height information. Pennichuck will keep track of well heights from now on.
2. Water Truck Filling: Commissioner Bruce Crawford reported that Alan Hamel would like to fill his trucks on occasion at the Precinct location. He has offered \$34 for 6,000 gallons. A smaller truck would probably be a third to half that amount. The trucks can be filled across the street and one of the neighbors will keep an eye on it. It is kind of on the honor system. Commissioner Bruce Crawford will inform Dan Wojcik of Pennichuck. Commissioner Nathan Young recommended that a meter be placed to account for the water and that in-house billing/invoicing be utilized. Commissioner Bill Murphy agreed that a meter should be placed, and during cold weather the meter can be remove. A contract should be written up to include a clause relative to the agreement to supply the water unless it becomes detrimental to the Precincts other water customers. Discussion took place regarding invoicing monthly and checking the meter on a weekly basis. Placing a cap per day was additionally discussed and it was determined that the Commissioners would wait to see how much usage there is on a weekly/monthly basis. Commissioner Bruce Crawford will contact Alan Hamel and obtain the needed billing information and the Commissioners decision. The money will be posting as miscellaneous. **Commissioner Nathan Young made a motion to accept the offer from Alan Hamel at a cost of \$34 per 6,000. Seconded by Commissioner Bill Murphy. Passed Unanimously.**
3. 11 Corn Hill Road: Commissioner Bill Murphy reported that the meter was tested three times and putting water through it the readings are fine. There is a new meter and new radio now installed. The Commissioners reviewed past readings and are interested in seeing future usage. Commissioner Bill Murphy additionally reported on his conversation he had regarding meter reading with the Pennichuck employee, Brandon. Additionally, it was noted that it may be the customers change of lifestyle. Commissioner Bill Murphy also mentioned that perhaps the customer should be spoken to regarding payments, it is unknown how much she owes or if she has been paying at all. The customer will be contacted by Commissioner Bill

Murphy and if the customer would like to pay 4 months at the average usage of at her old house, and paying going forward from the placement of the new meter, that the Commissioners will call the issue resolved. **Commissioner Bill Murphy made a motion that he will have a discussion with the customer and make the offer that she can pay what she was paying to get squared up and the billing will go from that point forward. Seconded by Commissioner Nathan Young. Passed Unanimously.**

4. 1 Corn Hill Road: Commissioner Bill Murphy reported that currently there is construction taking place on the property. The property will transfer at some point and there is currently an automatic lien on the property. However, the Commissioners discussed placing a Registered Lien on the property as the bill is approximately \$1,500 - \$1,600. The cost of placing a Registered Lien is \$15 and the cost of the lien gets charged to the properties water bill. The Commissioners agreed that Commissioner Bill Murphy will produce the lien for filing. **Commissioner Bill Murphy made a motion to lien 1 Corn Hill Road. Seconded by Commissioner Nathan Young. Passed Unanimously.**
5. 41 Tremont Street Billing Update: On hold for now. Commissioner Bill Murphy reported he received an explanation from Tara King at Pennichuck as to what is being billed and what is not being billed at the location. The Commissioners reviewed the billing and it was noted that 39 Tremont Street was kept operating to avoid a return to service fee and is still being billed the minimum of \$32 quarterly, therefore providing the customer with what he desires as far as avoiding the return to service fee. No billing is being done for 35 and 37 Tremont Street. The Customers dispute is with the previous bills. The last billing for 37 Tremont was Dec 2019 and 35 Tremont was being billed quarterly until March 2020. 41 Tremont had 2 accounts, the original account billed through December 2019, and the new account (which is the 2-inch meter) is being billed. Some of the trailers demolished in 2017 were still being billed until 2019. 37 Tremont shows usage through Dec 16, 2019 and was demolished in October 2019. The last billing is correct for \$150 including \$100 fee for meter removal. 35 Tremont was being billed a quarterly bill through March of 2020 and this is an error as it should have stopped. This bill should have stopped on the date of the demolished however, it is unknown when the trailers in question were demolished. 41 Tremont was billed quarterly through December 2019 and the new meter was set in May of 2019. Therefore, there are a couple of quarters on 41 which should have not been billed. The only current meter is a master meter for 41 Tremont. 39 Tremont is being saved to be used by the Barber School. Commissioner Bill Murphy believes the customer should be given a credit after the billing is sorted out a bit more. Roughly it would be somewhere around \$375 would give credit for 2 ½ years on 35 Tremont and 2

quarters on 41 Tremont. No action will be taken at this time and the issue is tabled for further review.

6. Better Posting of Minutes: Commissioner Bill Murphy noted there are complaints about posting of monthly minutes and questioned if they could be placed on the Precinct website. Cheryl Mitchell reported that the webhost does not respond timely to requests. Commissioner Bruce Crawford inquired if it is possible to give the ability to post on the website by the Commissioners or staff. Cheryl Mitchell will speak with the webhost, Shelly regarding posting and the ability for the Precinct to post on the website. Additionally, Cheryl reported that the minutes use to be posted outside the Precinct door. Discussion was held regarding placing the minutes outside the Precinct office and putting a statement on the website that the minutes can be viewed at the Precinct office. The clerk will email Commissioner Bruce Crawford with the latest approved minutes for posting outside the Precinct office going forward.
7. River Road Repairs: Commissioner Nathan Young noted the first thing that the shut off to the house needs to be repaired and the blowoff/shutoff for the neighborhood needs to be repaired. This is not a time pressed issue so the Commissioners may wish to use this as a trial run for contracting with Gelinias directly rather than going through Pennichuck. This will allow the Commissioners to see if there is a cost savings. Commissioner Bill Murphy noted that Pennichuck still needs to be informed and coordinated with. The majority of the work will be in and around a dirt driveway. Commissioner Bruce Crawford has not contacted Gelinias. Commissioner Nathan Young described the project and Commissioner Bruce Crawford will get in touch with Gelinias.
8. Growing Frustration with Timely Answers from Pennichuck: Commissioner Bill Murphy reported there are things which are relatively simple questions and believes the current issue is due to the Commissioners being sent new contact information for Pennichuck employees. Commissioner Nathan Young inquired if in Pennichuck's contract there is any stipulation as to how many business days they must respond to questions from the Precinct. Perhaps this issue can be addressed during the contract renewal on April 2nd. The Commissioners should review the contract during the beginning of the year and suggest changes. If nothing is done prior to the renewal of the contract it will be done automatically renewed. A discussion took place regarding other water operators. It was noted that the two main issues with Pennichuck are the untimely responses to emails and phone communication along with the astronomical price increase for contractors utilized through Pennichuck.

Cheryl Mitchell Items:

1. Bookkeeping Back in House: Commissioner Bruce Crawford reported the bill from Safebooks was \$300. He questioned the balance sheet showing account ending in 1002 FSB checking showing \$9700, and account ending in 1004 FSB promontory savings shows \$143,000. Cheryl advised there are 2 promontory accounts and the other water investment account has \$360,000. Cheryl reported that the problem with the balance sheets could be due to the promontory accounts having a cutoff date at a different time than the sweep account. At the end of the day the balances generally go back to zero for the sweep account. The working checking account currently has approximately \$150,000 to \$152,000.
2. Cheryl Mitchell reported that the Precinct does not need to do the inventory form for the Department of Revenue (DRA). The only inventory which needs to be done is for the auditors.

Old Business:

1. Fairbanks Tank Right of Way: Not a Precinct Issue, it is in the hands of Dean Hollins of the Town Public Works Department with the Precinct receiving updates as a courtesy.
2. Long-term Projects:
 - a. CIP Update: Tabled.
 - b. Update Emergency Plan (Per DES): Commissioner Nathan Young Reviewing.
 - c. Update Vulnerability Report (Per DES): Tabled. Commissioner Nathan Young will review for next meeting.
 - d. DES Asset Management Survey: Tabled.

Commissioner Bill Murphy made a motion to enter Nonpublic Session per RSA 91-A:3 II (d). Seconded by Commissioner Nathan Young. Passed unanimously. The Commissioners entered into Nonpublic Session per RSA 91-A:3 II (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community at 6:57 p.m.

Commissioner Bill Murphy made a motion to come out of Nonpublic Session at 7:15 p.m. Seconded by Commissioner Nathan Young. Passed Unanimously.

Commissioner Bill Murphy made a motion to seal the Nonpublic Session Minutes per RSA 91-A:3 III. Seconded by Commissioner Nathan Young. Passed Unanimously.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 7: 16 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

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

Minutes submitted by: Lauren Hargrave, Recording Clerk on September 1, 2020

Minutes approved by: _____ /s/ _____ on September 9, 2020

_____ /s/ _____ on September 9, 2020

_____ /s/ _____ on September 9, 2020