

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 September 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 minutes of August 26, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.

New Business:

1. Well Height: Commissioner Nathan Young reported that the well height is the same as it was 2 weeks ago. The wells are working with no significant height difference.
2. Collections: Commissioner Bruce Crawford directed the Commissioners to page 25 of the Utility Collections and Disconnections document provided to them with the agenda. The document stated that anything owed before March 17, 2019 to the Precinct can be shut off and/or the Precinct can decide on what other recourse to take. It was noted that Pennichuck should be made aware of the Commissioners decisions relative to certain accounts. Discussion was held regarding the long-standing delinquent accounts. Commissioner Bill Murphy reported that a lien is only good for 6 years and then it expires and will need to be renewed. A lien will go form the last overdo bill and run for 6 years. Commissioner Nathan Young suggested sending a shut off letter giving the customer 30 days to pay prior to shut

off. Commissioner Bill Murphy suggested a letter be sent which states the amount owed and if the customer is willing to pay 25% every quarter, therefore giving the customer a year to pay off the past due bill, the water will not be shut off. The dilemma is that many customers have not been paying for a long period of time, however the Commissioners noted that it would be a place to start. Further discussion took place regarding a lien letter and shut off letter. Commissioner Bill Murphy reported that the 18 month lien goes to 18 months from the date of the last unpaid bill unless the Municipality records in the Registry of Deeds for the County in which the land is situated a notice of lien, in which case the lien shall continue for 6 years from the date of the last unpaid bill.

- a. 1 Corn Hill Road Lien: The property is being worked on and will probably be transferred soon and therefore a lien should be placed on the property for the water owed soon. The property is still being billed.
- b. 7-9 Tremont Street: The buildings are vacant and there is only one account being billed the minimum amount currently. However, they have not made a payment since 2016. There is a sewage lien and tax lien on it. Commissioner Bill Murphy noted that to fill out the lien you must know the billing date and amount which just recently received from Pennichuck.

Commissioner Bill Murphy will review the liens and how recent each one is, etc. He will also prepare the liens for 1 Corn Hill Road and 7-9 Tremont Street for the Commissioners signatures and filing with the Registry of Deeds.

3. 41 Tremont Street Billing Update: Commissioner Bill Murphy reported he has not done any further investigation. Pennichuck was supposed to be looking into the meter reading. Commissioner Nathan Young believes customer account was to be credited approximately \$384 via abatement since the bill has not yet been paid. However, there has not been any reading from day one on the meter in question. The meter went in at the end of 2019. Commissioner Nathan Young will compose a letter to send to the customers for the Commissioners review and approval at the next regularly scheduled meeting, the goal is to get the customer squared up. The meter is in the pit and should be fixed by Pennichuck as it is 40 feet from the nearest trailer and there is no excuse for it not to be fixed.
4. Yellow Water Issue: Commissioner Nathan Young reported he emailed the customer with the yellow water and received more details regarding this issue. It was solely in the hot water and having a smell of sulfur. The hot water tank is electric, so Commissioner Nathan Young pointed out to the customer the possibility of scaling in the hot water tank and suggested that the tank be flushed out. The customer thanked the Commissioners for their help in the right direction.

5. Better Posting of Minutes: Has been handled.
6. River Road Repairs: Commissioner Bruce Crawford reported he emailed Gelinas and a week later Gelinas called back and indicated he was okay with billing the Precinct directly. It caused a bit of a problem with Pennichuck. The only difference is that Gelinas bills the Precinct directly with Pennichuck still calling them when they need some work done, direct the work, and supervise the work. Discussion took place regarding Pennichuck's billing and the 35% upcharge for independent contractors. Currently there has been no scheduling of the project. To initiate the job the Precinct needs to get in touch with Dan Wojcik of Pennichuck. Commissioner Nathan Young will contact Dan and initiate the scheduling of the project. A brief discussion took place regarding the water lines and their location. Nathan will place marking paint at the location, 86 River Road, and if it cannot be seen by Pennichuck they are to call the Commissioners.
7. Growing Frustration with Timely Answers from Pennichuck: The Commissioners noted that they I do not know who is responsible for what at Pennichuck. A new directory list was supposed to be sent to the Precinct from Dan Wojcik. Commissioner Nathan Young will also discuss this with Dan when he calls to schedule the work at River Road. It was also noted that if Pennichuck is answering the questions through the known contacts than the Precinct will continue communication with them until directed otherwise.

Cheryl Mitchell Items:

1. Bookkeeping: Tabled.

Old Business:

1. Fairbanks Tank Right of Way: It turns out that the 2 houses at the end of Fairbanks between them own the road. Therefore, the idea to move the PBWP gate to provide the Department of Public Works with a turn-around spot has been abandoned by Dean Hollins.
2. 147 North Main Street: The customer is Interested in moving forward with the project and is anxious to know what the bill is going to be. Commissioner Bill Murphy reported that the customer met today regarding the project and that he sees the current water bill part of the project as hanging over his head. The Commissioners noted the customer will need to follow up on this issue with an attorney. To start the billing issue, process a bill or a statement from the Precinct will be required. Commissioner Bill Murphy will take an aging report and highlight all the accounts on it to present to the customer. A brief discussion was held regarding 147 North Main Street and how the receipt from the town says, "Sewage

Bill” the statement to the customer was “Water and Sewage”. So, it should either be paid for by the lawyer’s errors and omissions insurance or it should be paid by the title insurance company.

3. Long-term Projects:

- a. CIP Update: Tabled.
- b. Update Emergency Plan (Per DES): Tabled.
- c. Update Vulnerability Report (Per DES): Commissioner Nathan Young reported that he has looked over the report he has on file from 2002 had the superintendent, a Commissioner, and an Engineer are listed as the people who wrote the report. Commissioner Nathan Young questioned if an updated report needs to be generated by a company for the Precinct or is the Precinct allowed to edit the 2002 report? Commissioner Nathan Young additionally reported that the way the report is written is that it was written for the water works not by the water works. If he changes and brings the report up to date would it be plagiarizing the engineering firms report? The report he has is an adobe file which cannot be edited, and he is not sure if the state will except the Precinct updating the report. Commissioner Nathan Young will call DES for clarification. A brief discussion took place regarding the previous Vulnerability Report and who actually created the report.
- d. DES Asset Management Survey: Tabled.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 7: 07 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. On, September 23, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on September 13, 2020

Minutes approved by: _____ /s/ _____ on September 23, 2020
_____ /s/ _____ on September 23, 2020
_____ /s/ _____ on September 23, 2020