

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 23, 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 September 9, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.

New Business:

1. Untimely response by Pennichuck to customer complaints: The Commissioners noted that Bernie Rousseau will be done working for Pennichuck at the end of the month. Pressing issues with Pennichuck should be held for discussion until Pennichuck has their new administrative team in place.
2. Lien List and Notices: Commissioner Bill Murphy reported the 3 liens have been recorded and will go out via registered mail. Additionally, he reported that there are not many active liens, citing the following: 322 Queen Street, 45 Queen Street, 33 Duston Drive, 118 Elm Street, 15 Eel Street. A brief discussion took place regarding each property and how much was liened and if some may have not been discharged. The bottom line is that there are not many active liens and 3 new liens have just recorded.
3. River Road Repairs: Commissioner Bruce Crawford explained that he had a discussion with Pennichuck regarding paying Gelinis directly. Direct payment is

an issue with Pennichuck. It was noted that the markup, 35%, assessed by Pennichuck. Commissioner Bill Murphy explained that the repairs which need to be done will determine how much digging needs to be done and how long of an operation it will be. Digging will also allow the Commissioners to analyze what other repairs may or may not be needed on River Road. Another issue is if there is a blowoff down by 69 River Road. If there is no blowoff one will need to be installed in order of that part of the line to be flushed. Commissioner Nathan Young noted that the line currently is restricted and how much more restriction can it take before there is no water flow. Commissioner Bruce Crawford suggested perhaps running a small excavator to dig and explore. It was noted that Pennichuck will do the repairs and the only thing contacted out is for digging. Commissioner Bill Murphy noted that if backflushing is done per Commissioner Nathan Young's suggestion the concern would be contaminating the rest of the line. The Commissioners agreed to just let Pennichuck complete the work and the Precinct will pay the bill and markup until further contact negotiations can be held with Pennichuck. Commissioner Bill Murphy will contact Dan Wojcik of Pennichuck to schedule and start the River Road project. Further discussion took place regarding the need to negotiate a lower markup percentage in a new contract with Pennichuck. If a markup is justified and Pennichuck schedules the work and completes the work perhaps the billing can be done on a sliding scale instead of a set percentage. The Commissioners agreed that during negotiation with Pennichuck regarding a new contract they need to push hard to lower the 35% markup, and if Pennichuck is not agreeable to the Precincts needs, the Precinct will put it out for bid. The Commissioners agreed that they will start a conversation going with Pennichuck within the next month.

4. 147 North Main Street Update: Commissioner Bill Murphy reported that WSO went with Dave Caron and looked around to see what could be done. Commissioner Bill Murphy believes Dave Caron is pretty much resigned to the fact that he is going to have to run a new line. WSO recommended that rather than digging up North Main to go a little bit up Gage Street and tap in there, then going under North Main. This recommendation makes the most sense and is the most cost effective. It is believed that Dave Caron is going to move forward with WSO at some point. The past due billing amount on property is still an issue. Dave Caron was under the belief that the water and sewage was paid for however it was not. It is the Commissioners belief that the figure on the closing documents was only for the sewage. The Commissioners agreed that Dave Caron will need to hire an attorney to go after Tarbell and Brodich, PPC. Commissioner Bruce Crawford again reiterated that the issue is not the Precincts responsibility and the property will not receive water from the Precinct until the past due bill is paid. A discussion was held regarding sending a legal notification letter to Dave Caron so he can go to an attorney who can then go after the title insurance or Tarbell and Brodich, PPC. Commissioner Bill Murphy will write a letter for commissioners to review at next meeting to send to Mr. Caron.
5. 41 Tremont Street Update: Commissioner Nathan Young reported that he is waiting for next billing cycle to come through to get all the amounts worked out. He will put a file together and send it to Dave Caron once the numbers are in.

Additionally, Commissioner Nathan Young contacted Dave Caron and reported that he appears to be good with it his explanation and reaffirmed that there was one line being kept open for the barber shop. Commissioner Bill Murphy will email Pennichuck to see if the meter is reading. They need to do an actual read and see why they have been unable to get a read. It was noted that the meter and radio where both put in new and the registerer has never read.

6. Merrimack County Registry of Deeds form for free access: Commissioner Bill Murphy explained that if the Precinct fills out the MCRD form then the Precinct will be able to access the information at no cost. The only thing necessary to do so is the Precinct password information. Lauren Hargrave, Clerk, supplied the password to Commissioner Bill Murphy who will complete the MCRD form.
7. Walker Pond Next Steps: A brief discussion was held regarding which way to proceed with the sale of Walker Pond property. If the Commissioners wish to proceed with the sale of property, there is 2 ways to do so. First, sell the property and then get permission from the voters, or get permission from the voters first and then sell. The Commissioners agreed they need to get permission from the voters first and then place the property/properties up for sale. There is no rush so it can wait until after it is voted on at the annual meeting. The appraisals for the properties should be in hand by then also. Commissioner Bruce Crawford noted that there is a third option of holding a special meeting, but because it is not a pressing matter this option will not be utilized. The Commissioners further discussed getting the word out to the voters about projects which need to be completed, and the fact that because the Precinct does not have the borrowing power the only way to complete some projects is to sell some property. One way to make sure all the Precinct voters are aware would be though billing or doing a special mailing. It should be noted that Walker Pond is no longer a viable water source and will never be a viable water source. The Precinct is not losing an asset by selling the property/properties. Commissioner Nathan Young suggested that if the voters have questions and concerns, they should email the Precinct so they can be addressed outside of the annual meeting where things may get confusing for some individuals. Therefore, by the time the annual meeting occurs all the voter's questions will have been answered. In the meantime, the Commissioners can figure out how much the proposed projects are going to cost and how much money need to accomplish them. Commissioner Bill Murphy noted that the Commissioners also need to look at the proximity of where a new well will go, somewhere between 3,000 and 5,000 feet. There must also be access and power to a new well location behind the Veterans Cemetery. Additionally, State Permission for the new well will have to be fully granted.

Cheryl Mitchell Items:

1. Bookkeeping/bringing it back in house: The Commissioners and Cheryl Mitchell discussed her taking over the bookkeeping inhouse. Cheryl Mitchell asked if the Commissioners would like the transition to take place now January 1, 2021. Cheryl Mitchell reported the Precinct will need to buy QuickBooks online version and she would need a backup copy from Safebooks to install on the new system.

Additionally, Cheryl Mitchell reported it is best to have all or nothing brought inhouse as both sides of the equation need to speak to each other. If a backup file is provided by Safebooks she can pick up the bookkeeping immediately. However, the Safebooks contract needs to be reviewed to make sure this is doable. Further, Cheryl Mitchell reported that if the Precinct Treasurer goes on as a stipend instead of a payroll the QuickBooks programs should be less than \$500 to purchase. Having the bookkeeping back inhouse would allow the Commissioners to review a balance sheet for every meeting. A brief discussion also took place regarding Pennichuck's May billing, which was never received.

2. Minute Posting: Cheryl Mitchell reported she will meet with Shelly of CharmLab and learn how to post the Precinct Minutes on the website. The approved minutes will be electronically sent to Cheryl Mitchell for posting. Commissioner Bill Murphy noted that the website application for new service has one price and the rate schedule has another price with regards to WIF. Cheryl Mitchell will review the application on the Website and the Rate Sheet and resolve the problem.

Old Business:

1. Well Height Possible Water Restrictions: Commissioner Nathan Young reported that he did not get a chance to go to the wells this weekend. He will go down this coming week and send an email to other commissioners regarding the well height numbers. Commissioner Nathan Young additionally noted that Dan Wojcik is now recording and monitoring the well height, and that they have not called the Precinct or Commissioners to report any problems.
2. Collections: Commissioner Bill Murphy has written a draft letter regarding collections from customers. The Commissioners reviewed the draft and discussed sending out the letter to try to collect large bills. They generally agree that a payment plan can be established and paid for in 4 installments, however, with large past due amounts the customer can contact the Precinct to come up with individualized payment plan. Cheryl Mitchell reported that the success rate collecting past due accounts inhouse were good and noted that customers where shut off for balances over \$100. Pennichuck is not good at trying to collect nor are they good at reporting past dues to the Commissioners. Commissioner Bill Murphy also has reviewed the aging report and noted there are many large overdue accounts. Further discussion was held regarding the proposed letter including a statement that no lien will be placed, and the customers water will not be turned off if the agreement is followed. Discussion also took place regarding billing and interest being assessed. A clause stating no interest will be assessed while on a payment plan should be considered, however if the payment plan is not followed then the back interest will be assessed and charged. The Commissioners will finalize the proposed letter at the next regular meeting. Pennichuck will have to be

notified to not charge interest on the accounts where agreements have been made. The Commissioners will have to speak with Pennichuck prior to implementing any repayment policy. Repayment plan payments should get mailed to the Precinct and will be kept in an excel file for the Commissioners to closely monitor. Additionally, a brief discussion took place regarding billing Hamel. Currently Commissioner Bill Murphy is keeping up with reading the meter and will supply the information to Cheryl Mitchell for billing. The reading will need to be converted into gallons. Commissioner Bruce Crawford will send her the contact information for Hamel.

3. Long-term projects:

- a. CIP Update : Tabled
- b. Update Emergency Plan (per DES): Commissioner Nathan Young reported he has been in contact with DES. The Emergency Plan is completed and due March 31, 2021. Commissioner Nathan Young will email his DES contact with the updated Emergency Plan after the first of the year.
- c. Update Vulnerability Report (per DES): Commissioner Nathan Young reported he has been in contact with DES. The Vulnerability Report is not required to be part of the Emergency Plan as it is not required by DES. However, DES does recommend that it be updated every couple of years as a good practice. Additionally, there is no due date as it is not a required document. Commissioner Nathan Young believes it is best to starting fresh and produce a new updated Vulnerability Report which he will be working on.
- d. DES Asset Management Survey: Only voluntary, no need to complete.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 6:30 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 28, 2020

Minutes approved by: _____ /s/ _____ on October 14, 2020

_____ /s/ _____ on October 14, 2020

_____ /s/ _____ on October 14, 2020