

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
Public: Charles Neibling

The Regular and Budget Meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on February 12, 2020 at 5:24 p.m. by Commissioner Bruce Crawford, Chair.

New Business:

Suzanne Maze, owner of Black Forrest Nursery, addressed the Commissioners and explained that due to the water flushing and release there was a water break at Black Forrest Nursery which caused flooding. The PBWP was contacted and Pennichuck responded and turned the water off at the street. She further explained that Black Forrest Nursery does not utilize the water from the Precinct except for a backup as she has 3 5,000 holding tanks and utilizes a well as her primary watering source. She did have the water break repaired but expressed that the town water is only used as a backup for her well system and she pays the minimum rate of \$32 every quarter to keep the account active. She does not believe she should be charged \$10,000 in water for the leak. Commissioner Lorrie Carey asked her if the leak was on Black Forrest Nursery property. Suzanne is not sure if the break happened on her property and stated that the state owns some of that property but there was multiple breaks in the line. Suzanne explained that someone was driving by the business and reported the break as it was spilling over onto Kapelli's parking lot. Additionally, she reported that when the water was utilized no leaks were present until PBWP did the flushing. This break occurred sometime in May of last year, the flushing was done in April. Commissioner Lorrie Carey stated that the Commissioners need to find out what date the break occurred and what date the flushing was done. The Account address is 209 King Street. Commissioner Carey went on to explain the PBWP leak policy which allows a customer in good standing to have a one-time leak adjustment. The policy allows for a 50% abatement to be done which essentially means all the other rate payers of the Precinct end up paying for half of the water billed to the Nursery and the Nursery would be responsible for the other half of the bill. The Commissioner Lorrie Carey will investigate this matter further by contacting Tara King at Pennichuck tonight. She will find out when the water was turned off on the property, when

the flushing occurred on King Street, and what Pennichuck's assessment of the situation was. She will also find out who hasn't returned Suzanne's 3 calls to Pennichuck so the Precinct can improve customer service. Suzanne gave the Commissioners her direct phone number (603-630-8395) to get in touch with her. Pennichuck should be in touch with Suzanne as soon as possible.

Financial Update:

Commissioners and Treasurer signed checks and reviewed the manifest/invoices. Commissioner Bruce Crawford reported a check for TDS dated 10/28/2019 was lost and voided. Cheryl Mitchell is meeting with Safebooks tomorrow and will make sure the check gets voided in their system. Additionally, Huckleberry's check was incorrect at \$184 and it should have been \$451.

Public Budget Hearing was opened at 5:40 p.m.

Chairman, Commissioner Bruce Crawford went through the proposed budget for 2020. \$819,106 Projected Revenue. Expenses: Pennichuck \$231,500; Snow Removal and Mowing \$6,000; Salary \$28,866 which includes Commissioners, Clerk, Treasurer, etc.; Board Meetings \$500; Group Insurance \$1. Subtotal of Outside Services/Salaries \$266,867. Audit \$7,500; Bank Service Charge \$400, Miscellaneous Expenses and Refunds \$1; Special Billing Postage \$1,000; Management Office Material \$1,000; Website/Public Outreach \$2,500; Insurance \$8,000; Legal \$5,000; Office Supplies & Postage \$3,500 Computer expense \$500; Telephone \$1,000; Dues and Publications \$2,000; Engineering \$10,000; Consulting \$12,000; Bookkeeping Expenses \$6,000. Subtotal for Management Activity \$60,401. Hydrants & Repairs \$15,000; Main Repairs/Materials \$15,000; Meter Repairs/Materials \$20,000; Pump Station Electricity \$45,000; Propane/Pumping Station \$5,000; Pump Station Generator \$6,000; Water Treatment Supplies \$50,000; Telemetry Lines, Booster, Tank \$4,000; Repairs to Service Line/Materials \$5,000; Pumping Station Materials \$12,000; Well Maintenance \$20,000; Water Storage Electricity \$2,750; Water Storage Expense \$20,000; Property Tax Webster \$135; Special Projects \$45,000; Subtotal for Water System \$264,885. Truck, Fuel & Mileage \$1,200; Equipment Repair \$1; Equipment, Tools & Truck Tools \$1; Truck Repairs \$1; Subtotal of Equipment \$1,203. Woodbury Lane Heat/Propane \$2,500; Repair Precinct Building \$4,000; Precinct Building Electricity \$1,000. Subtotal for Precinct Building \$7,500. Subtotal of all Expenses \$600,856. Interest on line of Credit \$250; Debit Service \$215,000; FSB Meter Bond Interest \$3,000. Subtotal Capital Outlay \$218,250. Grand total Expenses \$819,106. Sean Skabo asked about the Consulting amount of \$12,000. Commissioner Lorrie Carey explained that it depends, giving an example of GIS mapping of the pipes and doing a Service Study which was recommended by DES. Sean Skabo asked if part of the consulting was for the merging of the Town. Commissioner Lorrie Carey reported no, expenses associated with the Town merging are being paid for by the Town. Cheryl Mitchell explained that the total actual expenditures for 2019 does not include December figures. The Commissioners explained they have had a leak and communication issue at the Fairbanks Tank, 3 water main breaks, numerous well issues for all 3 wells, etc. which increased maintenance costs. Additionally, the Commissioners explained to the public how Pennichuck works with the markups on contractors/vendors. There also was discussion regarding adjusting the Water Rates to \$5.97. The

Commissioners have also adjusted the Rate Sheet for 2020 and explained their decision regarding this matter to the public. Discussion took place regarding the PDIP account. The Budget and Warrant Article needs to be forwarded to DES. The Commissioner asked if there was any further comments or questions from the public and there was no response.

Public Budget Hearing was closed at 6:06 p.m.

Commissioner Bill Murphy made a motion to accept the proposed budget for 2020 as presented. Seconded by Commissioner Lorrie Carey. Passed Unanimously.

Commissioner Lorrie Carey made a motion to accept the proposed rate sheet for 2020 as presented. Passed Unanimously.

Public member Sean Skabo departed and Treasurer, Elaine Clow entered the meeting.

Financial Update Continued:

Commissioner Bruce Crawford reported that there was a State Bond Payment of \$87,625.09 which was due December 1st. No late fees were charged, and the letter was sent after the due date to the Precinct in January. This Bond was for the original wells. Another Bond is due in January for \$47,000 which is for Eel Street and a second well. The Bond payment needs to be charged to the 2019 budget. Discussion was held regarding the Bonds. Cheryl will contact the State Bond Agency and inform them of the new email address for PBWP. Commissioner Bruce Crawford made a motion to approve the Bond payment out of 2019's books. Seconded by Commissioner Bill Murphy. Passed Unanimously.

Elaine Clow reported her Social Security Benefits Statement indicates she was paid \$1,903.20 and another documents indicates she was paid \$1,008.44. Her year to date Net was \$1,891.36. She believes she is missing a check for one month. Meanwhile her Medicare statement doesn't show 4 quarters and unless her income is \$2,000 then she will not receive any quarters. Gross her monthly check is 153.92 per month. but now her tax statement does not read correctly because she should have earned approximately \$2,080. She needs the \$2,000 appearing on her tax form and be reported in order for her to get any quarters for the year. The Commissioners reviewed this issue and determined the figures she has are correct and they believe her W2 from Safebooks should indicate the correct Net amount. Elaine was paid for the year but there appeared she misunderstood due to the fact that she had the employers copy of the payroll instead of the employees pay stub.

Open Issues:

1. Walker Pond Appraisal: Commissioner Bruce Crawford reported that Bartlett did not respond to his letter regarding Walker Pond, but he did call earlier and stated he would have the information to the Commissioners by the end of the week.

2. Vote on the Cityside Easement: Cheryl Mitchell reported she has spoken to Web Stout and he will do the drawings for the as-builts and will be concentrating mostly on what is underground pipes to hydrants that are above ground. He will also find out how PBWP will gain access to the buildings in case of emergency. He also indicated he could get PBWP the plans. Therefore, this vote is tabled while the Commissioners wait for as-builts. Cheryl Mitchell also reported that 10 Kayak Way did fail the Backflow Test. Eva at New England Backflow sent the letter of failure to a tenant so she will resend the letter to the developer. Backflows are located in each building. Discussion took place with regards to the Easement and Commissioner Bill Murphy believes PBWP should use the draft Easement from the Precinct's Attorney adding a section about condo and rentals.

Treasurer, Elaine Clow departed the meeting.

3. Warrant Article: Cheryl Mitchell had the Commissioners review the Warrant which should go on the website and to DRA.
4. Update from Water Administrator Consultant: Cheryl Mitchell reported that there is one DRA form which wants 2 numbers, administrative charges and water services. Additionally, she discussed coding. She will be meeting with Safebooks. Further discussion took place regarding coding of bills and payments. Cheryl Mitchell will code the bills before they are sent on to Safebooks. Keeping the bookkeeping for this year in the hands of Safebooks. There was discussion regarding the Audit which is expected to be time consuming and is more or less expected to come out badly.
5. Deposit Slips: Commissioner Lorrie Carey reported she has authorized payment for more deposit slips being printed for Pennichuck's use. Therefore, there will be an electronic payment out of the checking account. Cheryl Mitchell will inform Safebooks.
6. Audit: Has a date for the Audit been determined. Cheryl Mitchell will schedule the Audit. It was noted that all check manifests should be signed and kept in a binder for this coming year. Commissioner Bruce Crawford made a motion to approve the scheduling of the Audit of PBWP. Seconded by Commissioner Bill Murphy. Passed Unanimously.
7. Richard Skarinka Richard.skarinka@DES.NH.Gov Wednesday, March 11th at 5:30 pm? and Heather Capraro, Franklin Savings Bank, Wednesday, March 11th at 5:30 pm? Failed meter discussion: The Commissioners would like to have Heather Capraro present first. The Commissioners will review the summary from FSB which indicates what the discussion will be concentrating on. Cheryl Mitchell will contact each to set up the appointments. Discussion took place regarding the different FSB accounts and a "SWEEP" account.

8. Feasibility Study: It was noted that the PBWP system is tight but there has been a couple of main breaks, blowoffs, and flushing which all account for water loss. Additionally, the Town of Boscawen is not charged for their water usage. The Commissioners agreed that some clarification is needed pertaining to the Study. The Study needs to be tightened up and clarifications should be included in the Study. Discussion took place regarding the Study. It was noted that the Commissioners have a year to get the information correct and button down the Study before it is presented and voted on. The Feasibility Study is ongoing.
9. Water Leak at 11 Eel Street: The Commissioners received a letter regarding 11 Eel Streets Water Leak. There was a water leak, but the customer did not know what to do or who to call. The Commissioners are in receipt of a letter from the customer. Discussion was held regarding who deals with water leaks. The customer is a disabled veteran and does not have the money to pay for the repairs. Commissioner Lorrie Carey explained the Water Leak Policy to the customer over the phone and made a call to Pennichuck. Sarah Diggins, of Pennichuck, recommended waiting until the repairs are made and the Commissioners receive the final figures from Pennichuck before deciding on an abatement. The Commissioners further discussed this issue and will wait until final figures are received.
10. Vote on Safebooks versus QuickBooks and internal processing of documents for 2020: Cheryl Mitchell reported that she believes it will be less expensive for Safebooks to continue as the PBWP bookkeeping service. Cheryl Mitchell will code everything coming in for the 2020 year prior to Safebooks receiving it. The Commissioners agreed. She also reported that the MS60A is overdue for the DRA and she needs a typewriter. MS535 is usually done by the auditors and needs to be done by April 1st. The calendar was marked with the due dates for DRA reporting. Commissioner Bruce Crawford made a motion to accept Safebooks as the Precinct bookkeeper. Seconded by Commissioner Bill Murphy. Passed Unanimously.
11. Has the Audit been scheduled? Cheryl Mitchell will schedule the Audit.
12. Has DRA been contacted to review the warrant? Cheryl Mitchell will submit the Warrant to DRA.
13. Commissioner and Clerks stipend, monthly vs. quarterly: The Commissioners discussed stipend vs. salary. The Treasurer's stipend will remain as it is currently. Commissioner Bill Murphy made a motion to go to monthly stipends. Seconded by Commissioner Bruce Crawford. Passed Unanimously.
14. Water Investment Fund Correction: The Commissioners agreed that errors which have occurred should be corrected as soon as they are recognized. Therefore:

Commissioner Bruce Crawford made a motion to move \$5,000 from the General Operating Account to the Water Investment Fund to restore \$5,000 which was inadvertently removed from the wrong account. Seconded by Commissioner Bill Murphy. Passed Unanimously.

Commissioner Bill Murphy made a motion to approve moving from the General Operating Account to the Water Investment Fund \$2,000 each for #55, #65, and #75 Knowlton Road, and 169 King Street; and \$10,000 for Cityside. Making a total of \$18,000 to correct a placement error where the money was placed in the incorrect account at Franklin Savings Bank. Seconded by Commissioner Bruce Crawford. Passed Unanimously.

Commissioner Bruce Crawford made a motion to approve moving a total of \$23,000 from the General Operating Account into the Water Investment Account at Franklin Savings Bank. Seconded by Commissioner Bill Murphy. Passed Unanimously.

Commissioner Bruce Crawford will go to Franklin Savings Bank and move the total sum of \$23,000 from the General Operating Account ending in 2764 into the Water Investment Account ending 3613. Cheryl Mitchell will have Kayce of Safebooks write a check off the General Operating Account for Bruce to deposit into the Water Investment Account.

Follow up from meeting with Pennichuck:

Pennichuck's Notes:

1. 2019 and 2020 Read/Bill Schedules.
2. 2019 and 2020 Notice/Shut off Schedule/Tracking Worksheets.
3. Sample Delinquent and Disconnect Notice.
4. Updated 2019 Sales Report.
5. System Reconciliations with Summary of year worksheet.
6. Lien Email sent on 12/2/2019 and Lien List. Cheryl Mitchell asked questions regarding the liens and how they will be handled in-house. The Commissioners decided that the liens will be done in-house, and consideration should be given with regards to who will pay and who will not pay after they receive the pre-lien letter. The Commissioners discussed liening 7 Tremont Street, 118 Elm Street, 146 North Main, 1 Cornhill Road, 20 Duston Drive, and 10 Elizabeth Drive. Further discussion was held regarding a Policy for Master Meters and Sub Meters. Commissioner Bill Murphy will look at the PBWP Rules and the State Law regarding this matter. Further discussion took place with regards to the Master Meters and Sub-Meters. Commissioner Bill Murphy will take charge of the lien process and investigate what the PBWP rights are with regards to lining Trailer Park properties. He will utilize the Precinct Lawyer as a source of information.

Approval of minutes from last meeting:

Commissioner Lorrie Carey made a motion to approve the minutes of the December 11, 2019, December 23, 2019, and January 8, 2019 minutes, Seconded by Commissioner Bill Murphy. Passed unanimously.

New Business Continued:

Discussion with Pennichuck regarding contract and improving communication for Precinct needs

1. New backflow meter testing assignment and billing: Cheryl Mitchell asked who should be added to the backflow meter list. Any new business need to be placed on the list. Discussion was held regarding who should have a backflow meter.
2. Well One- new motor for pump update and Well Two – trouble shooting update: Commissioner Bruce Crawford reported that Pennichuck is doing what they need to do for the wells. The rest of the maintenance on the wells will needs to be done in the spring with Barry.
3. Corrosion Control Building transfer switch for generator, upgrades to SCADA: unknown at this time.
4. First Print Power Proposal for electricity: Past Commissioner Sean Skabo forwarded the proposal to Commissioners Bruce Crawford and Commissioner Lorrie Carey. The rate in the proposal is .0759. ENH is the currently being used at a rate of .08130. Commissioner Bill Murphy will look into this further. .
5. Update emergency plan: Keep on the to do list. There is a plan in place, but all the people listed are no longer with PBWP. The latest update was done in 2015 and needs to be updated every 5 years. The Commissioners noted there is a Vulnerability Assessment which also needs to be updated and included in the emergency plan.
6. Bill Inserts for 2020: Pennichuck will have content for each of these inserts forwarded to the Commissioners about a month before they need to go to print, so that the Commissioners can review and approve them. The Commissioners where in agreement with the following Bill Inserts for 2020.
 - March – Pay Online Buckslip – (be sure that Penacook Boscawen Water Precinct is presented in Large Font on top of insert)
 - June – Outside Conservation Information
 - September – Inside Conservation information
 - December - Protect your meter Buckslip

7. Woody Hollow: Tara King, of Pennichuck, has spoken to Joyce Manning and she understand the cost and meter test results. Pennichuck is waiting for reading to check current usage which they should have tomorrow. Tara King has reported that Joyce Manning will be asking the Woody Hollow Board to pay the three bills outstanding next week. If the water bills are not paid they Woody Hollow will not be able to get the Grant to tighten up their system. The end of the month report should show if any portion of the bill has been paid.

Approval of minutes from last meeting:

Commissioner Lorrie Carey made a motion to approve the minutes of the December 11, 2019, December 23, 2019, and January 8, 2019 minutes, Seconded by Commissioner Bill Murphy. Passed unanimously.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Lorrie Carey. Passed unanimously. The meeting was adjourned at 8:04 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, February 12, 2020 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