

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
Cheryl Mitchell, Water Administrator Consultant
Lauren Hargrave, Recording Clerk
Nathan Young, Public

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on February 24, 2020 at 5:32 p.m. by Commissioner Bruce Crawford, Chair.

New Business:

Commissioner Bill Murphy introduced Nathan Young of Manchester Water Works to Commissioner Bruce Crawford. Nathan Young is interested in becoming a Commissioner for the Water Precinct.

Open Business:

1. Water Leak at 11 Eel Street (50% Leak credit pending final bill): Still Pending.
2. Woody Hollow – waiting update from Pennichuck: Still Pending.
3. Letter to Trailer Parks regarding Master Meters. Should we require deposits for tenants? – Bill follows up with Lawyer: Commissioner Bill Murphy reported that he has emailed Dave LeFevre, attorney, to get his opinion. Additionally, Commissioner Bill Murphy researched RSA's pertinent to this matter. Final analysis is that individual trailers must be billed individually. The issue is RSA 205-a:6 which states that the owner of a trailer park has the right to have individual meters placed on each trailer. The law is not on PBWP side with regards to this matter. There are mechanisms to lien for 18 months or a full lien which is recorded; however, such a lien will not be valid after 6 years and the lien would then have to be updated and re-recorded. The only option for PBWP is to lien the trailer and that is assuming whoever's name the water bill is in, is the actual owner of the trailer. Discussion took place regarding liens, two Supreme Court cases relative to

this matter, and the possibility of obtaining automated shut-off meters for trailers. For the time being this issue is moot.

4. 67 North Main Street (Freedom Motion Physical Therapy) leak - Bill following up: Commissioner Bill Murphy reported the customer called Dig Safe and Pennichuck came to the property and located a shut-off. However, the located shut-off was an old one and was not connected to any water service. The actual water line comes in from Oak Street and this is the line which was hit because it was not marked. Commissioner Bill Murphy further reported that there is nothing in any record which states there is a Tie where the damage occurred. Dig Safe rules make it clear that they only mark on public property and anything on private property it is up to the property owner to find where the pipe is. However, the customer did do his/her diligence and contacted Dig Safe and Pennichuck. Commissioner Bill Murphy believes Precinct bears some responsibility. The bill total was \$1,060.00 and it was noted that all of his/her water bills for a year have been on estimates due to the reader being dislodged during siding. It is not known why this issue was not fixed prior, but the reader is now fixed and functional. Discussion took place with regards to Dig Safe, Pennichuck, and the customers responsibility in relationship to this matter. Commissioners agreed that the fair thing would be to split the cost with the customer. **Commissioner Bruce Crawford made a motion to abate half of the \$1,060.00 along with any interest which has been charged since the date of the incident. Seconded by Commissioner Bill Murphy. Passed unanimously.**
5. Richard Skarinka Richard.skarinka@DES.NH.Gov Wednesday, March 11th and Heather Capraro, Franklin Savings Bank, at 5:30 pm: Richard is coming the 23rd and would like questions from the Board prior as to how DES can help the Precinct.
6. Consultant report and update on the audit:
 - a. 86 Chandler Street: Cheryl Mitchell reported they just sent the plan and there will have to be two taps at the main line according to Janet Levy, the Precinct Engineer. Discussion took place regarding Tees and Remote Control Shut-off meters.
 - b. Cityside: Cheryl Mitchell reported that Cityside will be doing the recording.
 - c. Audit: Cheryl Mitchell reported the Auditors found two deductions from the checking account which were automatically taken. The first was for SAGE, which use to be Peachtree Accounting Software, in the amount of \$1460.95. The Commissioners requested Cheryl Mitchell contact SAGE and see if it is possible to receive a refund due to the fact that SAGE/Peachtree is no longer being used and the charge was for a yearly renewal. Franklin Savings Bank should also be notified to not authorize this automatic

withdrawal again for the year 2020. Additionally, Cheryl Mitchell reported that there was a charge for McPhee in the amount of \$474.79. Commissioner Bruce Crawford believes this was a legitimate charge associated with ordering PBWP checks. There was also some deductions from iCloud and the Commissioners are not aware of these charges. Cheryl Mitchell will further investigate the iCloud charges.

- d. Annual Report: Commissioner Bruce Crawford will write the Annual Report Letter. Discussion was held regarding having the reports professionally done or just photocopying in the office. A cover is also needed.
7. Printer Update and costs: Done at a cost of \$250 and \$90 bill for getting into Peter's old computer.

Financial Update

1. Commissioners signed checks and reviewed account balance update.
2. Potential sale of trailer and mower – Roger Sanborn has offered \$3000: ***Commissioner Bruce Crawford made a motion to accept the offer of \$3000 from Roger Sanborn of the sale of the trailer and mower. Seconded by Commissioner Bill Murphy. Passed Unanimously.***

Approval of minutes from last meeting:

Commissioner Bill Murphy made a motion to approve the minutes of the Regular Meeting of February 12, 2020. Seconded by Commissioner Bruce Crawford. Passed unanimously.

New Business:

1. Discussion with Pennichuck regarding contract and improving communication for Precinct needs: Unknown at this time.
2. New backflow meter testing assignment and billing: Still Pending until after the Audit.
3. Well One and Two - Update on repairs: On hold until spring.
4. Corrosion Control Building, upgrades to SCADA recommendations by Pennichuck: No recommendations have been received. Commissioner Bruce Crawford will contact Electrical Installations in Meredith regarding this matter and try to get an estimate from them.

5. First Point Power Proposal for electricity – yes or no: Commissioner Lorrie Carey is handling this matter. The matter is tabled until Commissioner Lorrie Carey returns.
6. 209 King Street (Black Forest) – need signed agreement: Pennichuck was to send agreement for signature and Black Forest is to sign the agreement and send it in with payment prior to an abatement being made.
7. Dig Safe breakfast in Concord on 3/11. Hours are 7:30 to 11:00: Commissioner Bruce Crawford is planning on attending.
8. Update on liens: Cheryl Mitchell reported that Pennichuck is now putting the lien amounts, previously taken off of the customers' bills, back on to the individual bills.
9. Update emergency plan: Not due for another year. Cheryl Mitchell reported if the template is located on Peter's old computer the only thing that needs updating are names and numbers of individuals at PBWP.
10. Water for Boscawen Historical Society and Ag Com Connection: Commissioner Bruce Crawford reported that it's just a matter of putting a meter back in and told BHS that they may want to think about redoing the plumbing. To date no letter has been received by BHS requesting water service. Commissioner Bruce Crawford reported that he will contact Pennichuck to determine what the pressure is at the hydrant at Fisher Ave so the Agricultural Commission can determine what size pipe is needed. To date no letter has been received by the Agricultural Commission requesting water service to the roundabout.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Bruce Crawford. Passed unanimously. The meeting was adjourned at 6:44 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. On, March 11, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on March 23, 2019

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

_____ /s/ _____ on March 23, 2020

_____ /s/ _____ on March 23, 2020