

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
Lorrie Carey, Commissioner
Cheryl Mitchell, Water Administrator Consultant
Lauren Hargrave, Recording Clerk
Nathan Young, Public
Heather Capraro, Franklin Savings Bank

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on March 11, 2020 at 5:30 p.m. by Commissioner Bruce Crawford, Chair.

Approval of minutes from last meeting:

Minutes of February 24, 2020 were tabled until the next regularly scheduled meeting.

ICS Account: Heather Capraro from Franklin Savings Bank was introduced to the Commissioners and explained the "ICS" account, also referred to as a sweep account. Heather Capraro supplied a packet of information to the Commissioners containing information on the ICS account. This type of account is offered to municipalities, schools, and regular small business. It is FDIC 100% insured up to 10 million dollars. The current interest rate for this type of account is 1.25% and FSB is able to lock in that rate for at least the next 3 months. Currently the PBWP savings account earns .07% interest. There is no minimum or maximum amount and no fees associated with this type of account. Each account held by PBWP is eligible for an ICS account. **Commissioner Bruce Crawford made a motion to place the savings and checking account held by FSB into separate ICS accounts. Seconded by Commissioner Murphy. Passed unanimously. Commissioner Bruce Crawford made a motion to authorize Cheryl Mitchell to with FSB to set the accounts up. Seconded by Commissioner Bill Murphy. Passed unanimously.** It was noted that at some point the Commissioners should look at the PDIP account and see if the interest rate offered with an ICS is higher than the current rate and potentially open up a third ICS account.

Open issues

1. 197 North Main: It was noted that Integrated Realty Resources are now the Property Management organization for this property.
2. As built for Norak & 147 North Main St: Discussion was held regarding Norak and 147 North Main Street. At a minimum these properties would have to be a return to service. However, the Commissioners agreed that the old water system should be retired and totally replaced from the road because the old system is unreliable. because there is no accurate plans on the old system nor is the system sound. Discussion took place regarding tap size and the fact that there has never been a solid plan submitted to PBWP. However, the Town of Boscawen has treated the property as an in-kind replacement. The Commissioners agreed that a demo permit is necessary to prove when the old water system was shut down. Cheryl Mitchell will check to see if there was ever a lien placed on any of the properties. Further discussion took place regarding the tenants not paying their own bills which were being paid by the owner and when the last bill was overdue. If owner was notified of past due amount/s, 18 months after that date a lien would be in effect. Discussion took place about 18 months being able to have a lien which did not have to be filed with the registry. It was noted that originally 147 North Main was the house and there were 6 separate accounts for this property. There should be a master file connected to the hours as the master meter fed the house and all of the trailers. The Commissioners would like to have the entire bill paid prior to supplying water to incoming trailers. Discussion took place regarding the duplex going where the old house was and new trailers being placed in different spots then the old trailers. The Commissioners agreed the plans for this property needs to be reviewed by an Engineer, but at this point there is no water application. The owner has contacted Pennichuck and hoped that he could circumvent going through the Commissioners. The Commissioners further agreed that the Town of Boscawen and Pennichuck should tell the owner that no water will be supplied until he goes to the water precinct's process for approval. Additionally, a backflow will be needed for this property. Commissioner Bill Murphy will contact Kellee Jo Easler and let her know that the Commissioners need a completed stamped engineer plan and a completed water application from the owner prior to the Commissioners any work being done.
3. Hiring New Precinct Engineer (Timeline for hire): It was noted that Janet Levy agreed to work with the PBWP for Cityside and then she was retiring and would no longer be the Precinct Engineer. Janet Levy did recommend that PBWP look for a small engineering company. Commissioner Bruce Crawford will contact Janet Levy and ask her for recommendations.
4. Update on 64 Elm Street development: The Commissioners discussed the letter which went out to the customer and noted that the letter from Precinct only stating that water could be provided. The letter does not constitute an approval or an application. Additionally, the Commissioners reviewed the Information from the

Precinct Engineer regarding this development. Cheryl Mitchell noted she has been in contact with the City of Concord regarding this property. No work to commence at 64 Elm St. without water application and Precinct approval.

5. Abatement for 67 North Main Street for \$458.59: The Commissioners discussed the verbiage of abatement letter. It was noted that a copy of all abatement letters should be placed in the customer file and sent to Pennichuck. Once Pennichuck receives a copy of the abatement letter they will adjust the customer's bill and notify Safebooks. It was noted that the letter should state the amount abated and amount still owed by the customer. If a customer is unsatisfied with the approved abatement, he/she can go before Commissioners and appeal their decision. Additionally, the PBWP letterhead needs to be updated with the new Commissioners name. Commissioner Bill Murphy will compose the letter. The Commissioners agreed to abate 67 North Main Street \$458.59.
6. Abatement for 11 Eel Street for \$757.76: The Commissioners agreed to abate \$757.76 for 11 Eel Street. It was noted that the customer is a retired disabled Veteran and that his situation was unfortunate. The customer is on a payment plan for the remainder of his water bill.
7. Abatement for 9 & 11 Cornhill Rd: The Commissioners agreed to abate 9 & 11 Cornhill for .10 and \$ 192.08 respectively.
8. Abatement for 209 King Street of \$4500: Pending signed agreement, completion and inspection of necessary work, and payment to bring the account up to date. Susan from Black Forest has not responded as of yet so Tara King will reach out to her today and tomorrow morning.

The Commissioners also discussed taking at least 10 meters a month and true them up as an actual read. It was noted that a monthly read and billing would be easier for people to pay and would identify defective meters more quickly. There will be a transition phase to change to monthly reads and billing, but it is suggested. The Commissioners will need to negotiate a cost with Pennichuck to make the change from quarterly to monthly. Once the meters are all in working order the Commissioners can then take a look at going back to quarterly reads and billing. Monthly readings and billings this could be a special project cost it could also slow down the collection issue.

9. Approve Hydrant Flushing for April 6 thru 15, 2020" Commissioner Lorrie Carey sent out a copy of the proposed flushing postcard to the other Commissioners. Commissioner Bruce Crawford will email Dan Wojcik and let him know that the dates and postcard is approved. Additionally, Dan Wojcik will be reminded that his workers should be very careful of flushing 66 Water Street. Flushing does cause a loss of water, and Dan Wojcik believed the last flushing used over a million gallons of water. This flushing should be more conservatively done. The Hydrant Flushing Notice should be posted on the town website and in the Boscawen Newsvine.

Commissioner Lorrie Carey will email Dee of the Newsvine and see if it can be included in this month's Newsvine. PBWP should expect a bill for this service. Nathan Young will be responsible as a new Commissioner to inform the public via social media of any water system issues such as hydrant flushing. **Commissioner Bruce Crawford made a motion to approve the Hydrant Flushing for April 6th thru April 15th, 2020. Seconded by Commissioner Bill Murphy. Passed unanimously.**

10. 17 Ox Bow Drive: Pennichuck has reported that the customer is paying the current water bill plus \$50 a month towards the past due amount. The payment plan was approved a few months ago and the customer is following thru with the payment arrangement.

A brief discussion was held regarding lien balances being put back on customer accounts as of March billing cycle. The Commissioners briefly discussed Homestead and if their payment schedule was being followed. It was also noted that Alan's may need to remind to pay his bill verbally for every billing cycle.

11. Invoice Cloud Charges: Cheryl Mitchell reported she has spoken with Tara King regarding the iCloud charges and they are legitimate. These small charges have to do with customers utilizing a credit card to make a water payment electronically.
12. Meter Testing to determine meter failures: Commissioner Bill Murphy noted that he believes not all meters out back are bad, but that testing these individual meters will determine if the meter is bad or not. Commissioner Bill Murphy stated that the PBWP should start with a new meter to get a baseline and then test the ones thought to be bad out back to compare the results. The new Commissioner, Nathan Young will help with completing this task. It was further suggested that the Commissioners write letter to EJ Prescott and give the serial numbers of the failed meters and let EJ Prescott know that the Precinct would like them to make good on the failed meters.

Additionally, the Commissioners discussed that there should be a policy regarding estimated billing. **Commissioner Bill Murphy made a motion that estimated bills are not to occur beyond 2 billing cycles. Seconded by Commissioner Bruce Crawford. Passed unanimously.**

13. SCADA recommendations: The Commissioners agreed to invite Bernie Rousseau, of Pennichuck, to come to next month's PBWP meeting and update the Commissioners on his SCADA recommendations. It was noted that any charges associated with the SCADA system should fall under the special projects line item in the budget. The Commissioners would also like the new Commissioner, Nathan Young, to do a review the current SCADA system and report back to them with his recommendations and thoughts. Discussion took place regarding a new SCADA and about new products and antiquated parts of the SCADA system.

14. Queen Street tank repairs: Commissioner Bruce Crawford reported the repairs will require a man lift, estimated cost of \$1,000. The Commissioners agreed that Pennichuck should do this repair. Commissioner Bruce Crawford will notify Dan Wojcik and also inform him that the Commissioners will get back to him regarding the corrosion building.
15. Boscawen Historical free water: Still awaiting a letter requesting free water. Commissioner Bruce Crawford recommended Bow Plumbing and Heating look at the Boscawen Historical Society Museum building and inform them of what needs to be done inside the building for a meter to be placed to receive water. The estimate will be charged to the Historical Society. Commissioner Bruce Crawford additionally suggested this estimate be done at the same time the PBWP requests Bow Plumbing and Heating to look at other PBWP heating system and performing tune ups.
16. Ag Comm free water: Still awaiting a letter requesting free water. Commissioner Bruce Crawford believes this project will not be completed this year. Discussion was held regarding the plan for the round-about.
17. Trailer Park Master Meters: The Commissioners had an ongoing discussion regarding trailer parks master meter/individual meters and who to hold accountable for bills
18. Updating Generators: Commissioner Lorrie Carey expressed that the Commissioners may want to look into Homeland Security Grant for upgrading the Generators. Water is a vital need and it serves the nursing home. A good argument could be made for the grant. Perhaps work already done grant may be obtained and tweaked.
19. Update Cheryl Mitchell Contract: Cheryl Mitchell's Contract is coming due and needs to reflect all the new projects she is involved in, using broad terminology. Cheryl Mitchell reported she is working on her new contract to present to the Commissioners at the next meeting.
20. Consultant Update on Audit & Procedures: Cheryl Mitchell reported that Commissioner Bruce Crawford has signed the necessary documents for the Auditor and that a sampling will be sent out by them to approximately 10 water customers. Nothing has been updated in the portal as of yet, therefore, Cheryl does not believe the audit is totally finish. Cheryl Mitchell also reported that the books now agree with the audit and going forward bank reconciliations will be utilized.
21. Posting new rates on website/office: The Commissioners need to post the new approved rate sheet on the bulletin board outside of the PBWP office. Cheryl Mitchell will make sure the new approved rate sheet is also posted on the website. She will also post everything from meeting will to the DRA portal.

Financial Update:

1. Commissioners signed manifest and checks.
2. Bilco Hatch cover for injection pit at corrosion control building: A corner of the hatch is sheared off- likely from a plow. Discussion took place regarding the estimate for repair totaling 1,283.00. It was noted that the hatch cover in question is the entrance to the Chlorine injection sight and is not weather tight. It may need onsite welding or could possibly be removed and given to a welding company for repair. Commissioner Bill Murphy will follow up and ask Bill Day about the repair.
3. SOC and VOC waiver application renewal package, mailing and windshield survey: Total Estimated cost \$ 2,700.00. The Commissioners would like to know a bit more about this, they believe it is for Pennichuck. Need to ask Pennichuck for clarification.
4. Filing with DRA including signed minutes of Annual Meeting: Cheryl Mitchell will take care of DRA filings. The Annual Meeting minutes need to be approved by the Board, signed and uploaded to DRA before the 26th of March. The Commissioners will sign the Annual Meeting minutes on the Monday, March 23rd Meeting.
5. Franklin Savings Bank New signature cards for Line of Credit Documents & accounts for new Commissioner: The new Commissioner, Nathan Young, will need to sign new signature cards for the FSB accounts. A letter should be sent with him from the Commissioners removing Commissioner Lorrie Carey from the accounts and giving Commissioner Nathan Young view only permission on the account. The PDIP account also needs to be updated with Nathan Young as a Commissioner. An appointment to resign the line of credit documents will need to be set up with FSB.

New Business:

1. Pennichuck Contract: The Commissioners agreed that the Pennichuck Contract needs to be negotiated. Discussion took place regarding improving customer experience and the Commissioners agreed that Pennichuck needs to resolve all customer issues in 30 days. If issues are not resolved within the 30 day period Pennichuck needs to alert the Commissioners of the issue. The Commissioners also agreed that estimated bills will not occur beyond 2 billing cycles. An updated lien advisory list should be generated every billing period by Pennichuck and given to the Commissioners for review and action by them. Also the Commissioners would like to review of the process of handling "Dig Safe" to lower the Precinct's expense. Additionally, monthly reports from Pennichuck should be received now that the transition is over.

2. New backflow meter testing assignment and billing: Cheryl Mitchell reported she has located a folder with backflow information and will develop a spreadsheet using the folder information and the information from New England Backflow. The next testing cycle for backflow meters is at the end of May. She also reported that her goal is to get the comparison done before the end of the month.
3. Well One and Two - Update on repairs: Scheduled.
4. Corrosion Control Building, upgrades /SCADA recommendations by Pennichuck: See "Open Issues #13".
5. First Print Power Proposal for electricity: The Commissioners would like them to come to a PBWP meeting and discuss the proposal prior to making a decision.
6. Update on liens: Project for Cheryl Mitchell to put on her new contract. Commissioner Bill Murphy will speak with Tara King about monthly billing and a lien list should be produced monthly for any account over \$500- or 90-days past due. Further discussion took place regarding liens and how the lien structure will work. The customer letter should sight the RSA so that there is legislation to back up the lien. It was noted that an 18 months lien does not need to be recorded with the registry but a lien letter should be sent to the customer by the Commissioners. Lien amounts reported to the Commissioners will not be taken off the customers bill. Fire accounts should not be subject to lien and accounts with active payment plans should also not be subject to lien. However, if the payment plan is not followed, another payment plan should be offered and the Commissioners informed of the reason why the first agreement failed. Once these guidelines are given to Tara King, she will generate a monthly list so the Commissioners can decide to lien or not.
7. Update emergency plan (per DES): Cheryl Mitchell reported she is trying to locate the Emergency Plan Template on Peter's old computer. Once located the vender list can be updated. The Emergency Plan is due in 2021.
8. Update Vulnerability Report (per DES): Last updated in 2004 and is out of compliance so it needs to be updated. Discussion took place regarding the notebooks provided by Commissioner Lorrie Carey.
9. Grants & Revolving Fund - New Hampshire Water Infrastructure Funding Workshop, Fri, April 10th @ DES
10. Feasibility Study: The Commissioners were encouraged to meet with the Town of Boscawen in April to discuss the Study. The Study as written is a good start but it needs to be fixed as it is not necessarily correct. Once corrected the Feasibility Study can be a basis to get grants. The Commissioners just need to tinker with it and repair the inaccuracies. Discussion took place regarding the Study and redundancy in the report.

11. Negotiation of new contract with Pennichuck: Needs to be looked at as there are areas for improvement. The Commissioners need to take the contract and go through it, perhaps writing comments in the margins regarding changes which are needed. The contract concerns and requested changes should be brought to Bernie Rousseau of Pennichuck so that the Commissioners can have a contract discussion with him. The current contract is an a' La Carte contract and perhaps that is not the best contract for the Precinct. Further discussion took place regarding the current Pennichuck contract and what the Commissioners would like to see on a new contract with them.

12. Bartlett Survey – Walker Pond: Has been received, but a large majority was copied from the old survey. It does not appear that Bartlett did any additional work. Discussion took place regarding the \$8,000 charged and what it incumbered. Further discussion took place regarding the Walker Pond property and the Conservation Committee. It was noted that perhaps a discussions need to take place with the Conservation Committee regarding partnering up.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Bruce Crawford. Passed unanimously. The meeting was adjourned at 8:11 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

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

Minutes submitted by: Lauren Hargrave, Recording Clerk on March 17, 2019

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

_____ /s/ _____ on March 23, 2020

_____ /s/ _____ on March 23, 2020