

## 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

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 October 28, 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 October 14, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.***

### **New Business:**

1. Sign Agreement for Merrimack County Savings Bank (MCSB): The Commissioners signed the Agreement with Merrimack County Savings Bank.
2. Gelinas Bill for River Road Work: Commissioner Bruce Crawford reported that the Precinct received a direct bill from Gelinas in the amount of \$3000 to replace 2 rotten service boxes at 79 River Road. Only \$280 of the bill was for materials. The Commissioners agreed that this bill is worthy of questioning. Commissioner Bill Murphy reported that Gelinas brought the machine early on the workday and then left to get the service truck, after which he started digging and it was pretty much done by noon time. Gelinas then came back later and picked up the machine. Commissioner Nathan Young reported that would mean that for 1 man working and 1 machine running the cost would be approximately \$600 per hour. A brief

discussion took place regarding asking if Gelinias would like to resubmit his bill and if the Precinct should look for someone else who is as knowledgeable with this type of work who would not be as expensive. Further discussion took place regarding Gelinias' bill for the Queen Street. The Queen Street leaks which were repaired at a cost of \$7,500 for a full days' worth of work which involved an entire work crew and had a more involved job. It is unknown if Gelinias has a \$3,000 minimum charge. Commissioner Bill Murphy reported they dug 6 feet down and there is a ¾ inch black plastic line feeding the 2 houses. The black plastic line was put on with a double worm clamp. Commissioner Nathan Young noted that he does not believe creating a blow will clear the restriction and he questions if the restriction problem is starting at the connection of the tee to the plastic piping. Commissioner Bill Murphy believes that the ¾-inch line is barely enough to supply the water. Further discussion took place regarding the pressure of the 2 houses compared to other houses on River Road. It was noted that the ¾-inch piping was not put in by the Precinct. Discussion took place regarding options for resolving the present and future water issues on River Road. Commissioner Nathan Young will call WSO and ask about the job done by Gelinias to see if the cost were reasonable or not, and if WSO would be willing to do work for the Precinct in the future if needed. Commissioner Bruce Crawford will email Gelinias regarding the River Road bill. ***Commissioner Nathan Young made a Motion that after the appropriate vendor is found the Precinct will go forward with digging down to the shut off, testing, and if needed replacing the section of pipe up to the black plastic piping. Seconded by Commissioner Bill Murphy. Passed Unanimously.***

3. Response to Selects Meeting Request: Commissioner Nathan Young presented the Commissioners with the finalized written response to the Town Selectmen regarding the Underwood Report and their request to meet with the Precinct Commissioners. The finalized letter was signed, and Commissioner Bruce Crawford will place it in the mail.
4. Woody Hollow Water Distribution System: Commissioner Bruce Crawford reported that he received an email this afternoon from Dan Wojcik, of Pennichuck stating that DMA Engineers in Portsmouth left him a message that they are working on preliminary design for water distribution system in Woody Hollow Trailer Park. DMA Engineering also requested static pressures from Pennichuck. A brief discussion took place regarding the project, inspection, and Pennichuck's involvement. Commissioner Bruce Crawford will respond to Dan Wojcik and inform him to supply the static pressures to DMA Engineering and for him to inform DMA Engineering that once the design is complete the Precinct Engineer will need to look at and approve the plan before they proceed. No work can start until an

approval letter is received from the Precinct Commissioners, and additionally, the Precinct will need a \$5,000 escrow. It was noted that in the past the escrow funds were placed in a separate savings account and statements were sent every month as the escrow is drawn down. Pennichuck's charges to the Precinct for supplying DMA Engineering with the static pressures will also be billed to DMA Engineering and removed from the escrow account.

5. Review of Rules/Changes for Annual Meeting: Commissioner Bruce Crawford reported that Pennichuck have sent invoices for shut-offs and the customer is being billed only a shut off fee while the Precinct is being billed additional fees for overtime, additional work, etc. The Commissioners reviewed various Pennichuck bills and Cheryl Mitchell reported that Pennichuck will be charging the customers individually for the overtime, additional work, etc.
6. Precinct Customer Correspondence: Adele Sanborn left a note in the bill box at the Precinct Office stating that her check for water payment took 2 weeks to clear and she was charged interest. Commissioner Bill Murphy reported Pennichuck has credited all the customers for the interest they charged in error and the problem has been resolved. It was noted that the date stamped on the payment envelope at the Precinct office is used when crediting the customers account. Commissioner Bruce Crawford will contact Adele Sanborn and let her know the interest to her account was charged in error and has been reversed and she has been credited.
7. Discussion of Contract Negotiations with Pennichuck: A brief discussion took place regarding the resistance by Pennichuck to Gelin's billing us directly. It was noted that Pennichuck recently charged the Precinct \$324 for the City of Concord Excavation Permit which only cost \$240. This was for the work at 378 Village Street. The Precinct was also billed an upcharge for the asphalt and the flaggers. This is an ongoing issue with the 35% markup in Pennichuck's contract.
8. 8 Knowlton Road: Commissioner Nathan Young reported that he was contacted by Don Fanning about a job he was doing for Dan Robillard at 8 Knowlton Road trying to get water service there. Commissioner Nathan Young has not heard further from him even after he offered his guidance. Cheryl Mitchell reported he has not reached out for an application. A brief discussion took place regarding the address and if there are any known issues. No further information is known.

#### **Old Business:**

1. Untimely Response by Pennichuck to Customer Complaints: The request for service was forwarded to Pennichuck on September 1, 2020. Was answered on September 14, 2020 after being prompted by Cheryl. Commissioner Bill Murphy

reported that within the last month or so Sarah Diggins, of Pennichuck has gotten a lot better and getting back to the Commissioners.

2. Liens List and Notices: Commissioner Bill Murphy reported there are no more liens and 1 notice to be sent for 20 High Street. The customer called Pennichuck regarding a broken meter and no one from Pennichuck could get ahold of the customer to return his/her call. Further, Commissioner Bill Murphy reported that the customer's bill is \$648.00, and no payment has been made since April 15, 2019. Discussion took place regarding the location and who the owner of the property. The Commissioners reviewed a letter produced by Commissioner Bill Murphy to the property owners, Bryan Bynum and Crystal Bynum, 587 Rimmon Street Apartment 3, Manchester, New Hampshire. The letter indicated that the amount owed on the water bill is \$648.48 and that nonpayment of the bill can result in termination of water service and a lien can be placed on the property. The letter also indicated that a payment plan is available and instructed them to arrange replacement of meter at boscawenwater.com. Additionally, the letter indicated that the ongoing use of the meter will cause billing errors and further, informed the customer that if the water meter is tampered with it is a crime under RSA 637:3. A brief discussion took place regarding the letter and the Commissioners agreed to give the customer until November 9, 2020 to respond. Commissioner Bruce Crawford will send the letter to the customer via certified mail.
3. 41 Tremont Street Abatement Letter: Commissioner Nathan Young presented the Commissioners with the finalized letter for signature regarding the customer abatement. The letter was signed by the Commissioners and will be mailed to the customer, Dave Caron 74 Broad Cove Drive, Penacook, NH 03303, by Commissioner Bruce Crawford. **Commissioner Nathan Young made a motion to have a \$400 abatement credited to Dave Caron, owner of 35, 37, 39, and 41 Tremont Street. Seconded by Commissioner Bill Murphy. Passed Unanimously.** Commissioner Nathan Young will notify Tara King/Sarah Diggins of Pennichuck via email with the abatement amount.
4. 11 Corn Hill Road: Commissioner Bill Murphy reported he received the last quarter billing and because the meter change took place in the middle of the billing period, they got the wrong meter read. A new read was taken, and a calculation was done between the customers 224 King Street usage and 11 Corn Hill Road usage. The calculation lowers the customer's bill \$189.00. The customer's current bill is \$632.30 and with an abatement of \$189.00 the customer will owe \$442.61. Commissioner Bill Murphy further presented a letter to the customer for the Commissioners signatures.

5. 147 North Main Street: Commissioner Bill Murphy reported that Dave Caron is resistant about going to an Attorney regarding the water bill not being paid at the time of his property closing. Discussion took place regarding not supplying water to the property until the water bill balance is paid in full and liability insurance. Commissioner Bill Murphy will write a letter to the customer for the Commissioners review.
6. Ron Derby Access to Lot 6-18 Letter: Commissioner Bill Murphy present the Commissioners with a letter to Ron Derby regarding access to Lot 6-18 for signatures. The letter was signed by the Commissioners and will be mailed.
7. Collection Letter: Commissioner Bill Murphy reported that he was hoping to get an aging report for this month (September) and has not received one. He will contact Pennichuck for the aging report.
8. Hamel Water Trucks: No known payment has been received for the water bill which Cheryl sent to Hamel. It was noted the bill is coming up on 30 days with no payment. Discussion also took place regarding the meter being taken off relatively soon. Commissioner Bill Murphy will read the meter again at the end of the month for billing. Commissioner Bruce Crawford will call Hamel tomorrow and speak with him.
9. Precinct Meeting Minutes: Cheryl Mitchell reported the minutes are now on the website. Anyone requesting minutes should be directed to the webpage.
10. Long-term Projects:
  - a. CIP Update: Tabled
  - b. Update Emergency Plan (per DES): Commissioner Nathan Young reviewing.
  - c. Update Vulnerability Report (per DES): Tabled
  - d. DES Asset Management Survey: Tabled

**Other Issues:**

1. Check Order: Cheryl Mitchell reported that Valarie, Safebooks, needs order checks as the checks given to her are not compatible with her printing method and she currently only has 7 checks left. The checks she would be ordering are compatible with Quickbooks. The Commissioners granted permission for checks to be ordered by Safebooks.

