

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 November 11, 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 28, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.

New Business:

1. Dave Caron Letter: ***Motion by Commissioner Bill Murphy for Commissioners to sign and mail the letter to Dave Caron. Seconded by Commissioner Bruce Crawford. Passed unanimously.***
2. Collection Letters: ***Motion by Commissioner Bill Murphy for Commissioners to sign and mail 17 collection letters. Seconded by Commissioner Nathan Young. Passed unanimously.***
3. Procedure to Monitor & Record Collections (Clarification is needed regarding this issue): The Commissioners agree that Pennichuck has not been diligent about handling collections and therefore they believe collections should be handled through the Precinct Office via Cheryl Mitchell. Discussion was held regarding how

to handle and record incoming collection payments. A list of collection letters was given to Cheryl Mitchell for account tracking purposes. Cheryl Mitchell questioned where the payments should be made, to the Precinct Office or Pennichuck. If payments are made directly to Pennichuck there would be no way of her to track the payments on a collection's spreadsheet. Commissioner Bill Murphy explained the collection letter contains a payment plan of 4 payments (25%) of the amount owed in arrears to be paid quarterly along with the customer's regular quarterly bill, and after the collection amount is paid in full and abatement will be given for any interest owed by the customer. The Commissioners agreed that a separate insert will be sent along with each collection letter that states all payments for collections should be made/sent directly to the Precinct Office. Commissioner Bill Murphy will create the insert and make sure it is mailed along with each collection letter. Commissioner Bruce Crawford will keep track of collection payments received on the aging report in the Precinct Office and will then send the payment to Pennichuck for them to credit the customer's account. It was noted that Pennichuck should remove each payment when received.

4. Latest Pennichuck Statement: The Latest Pennichuck Statement was reviewed by the Commissioners. Commissioner Bruce Crawford reported Pennichuck's bill this month is \$9,400. There is a billing for Gelinis for leak detection on Queen Street for \$3,780. This was a flat rate of \$2,800 which included some parts, labor, and equipment. Additionally, there was a test for \$60 billed and a billing for responding to a telemetry issue at the treatment building for \$464 which took 3 hours of a truck and foreman. Further, there was a shut-off at 38 Oak Street for a leak in service line. Pennichuck charged the customer \$200 for shut-off and turn-on and charged the Precinct \$202.76. October DigSafe \$416.00. Repair meter 59 Chandler and 65 Knowlton, no charge to either customers and \$202 in Precinct charges. New meter radio irrigation system 80 Elm Street \$202 in Precinct charges, customer billed on water bill for 2-hour service visit at \$135 per hour as well as \$175 for meter and \$100 for the radio box, total service charge \$545. Sample to labs \$101. Set new meter 42 Chandler Street service charge \$545 to customer and \$202 in Precinct charges plus the meter cost. Shut off 11 Eel Street for service leak \$558 charge to Precinct \$600 charge to customer. Discussion also took place regarding 7 Queen Street and the invoice being sent out now for work done in August.
5. Turned in Water Meter: Commissioner Nathan Young reported that Mark Bailey's mother's trailer is being torn down and will eventually be getting a new pad and trailer. Mark Bailey has returned the meter and radio to Commissioner Nathan Young. Discussion took place regarding if it was better for the customer to turn in the meter and radio now, or if there is any financial benefit for the customer to hold onto them. Further discussion took place regarding if the turned in meter is still a

good meter and that if given back to the customer it could be used in the replacement trailer. The meter could, and should, be tested inhouse prior to returning it to the customer for use. It was noted that the meter was from 2011 and that when the new pad and trailer is placed a new meter pit will be needed. Commissioner Nathan Young will obtain an accurate address for the returned meter and radio and contact Sarah Diggins, of Pennichuck, via email.

6. Planning Board Review Form Water Street: Discussion took place regarding what is going to take place at 103 Water Street and if the Precinct can supply water. Commissioner Bruce Crawford will inform the Planning Board that the Precinct is able to supply water. Cheryl Mitchell will scan the response and send it to Kellee Jo Easler at the Planning Board.

Old Business:

1. 20 High Street: Nothing. Was supposed to respond on November 9, 2011, however with today being a holiday the Commissioners will wait another day for a response. A lien letter is on hand if no response is received.
2. Ron Derby Access to Lot 6-18: Completed on October 28, 2020 regular meeting.
3. River Road Work: Previously discussed.
4. Gelinas Bill: Previously discussed.
5. WSO: Commissioner Nathan Young reported that he had a conversation with Charlie at WSO about the River Road Dig. WSO reported that the job would not have been done with only one person, that a spotter would also be required, and basically it would be at a cost of \$185 - \$250 hourly depending on if it was just himself or himself and another man. For 5 hours work the cost would be approximately \$1,000 - \$1,500 plus the materials. Further, Commissioner Nathan Young suggested having WSO do a few jobs with a Commissioner present to witness if they are comparable with their skill set to Gelinas. Discussion was held regarding Gelinas and his ability to dig and not disturb surrounding pipes, etc. Commissioner Bruce Crawford reported he never had a problem with work done by WSO. Commissioner Nathan Young also reported that WSO is comfortable working on lines up to a 16-inches. Commissioner Bill Murphy noted that to do any more work on River Road the next shut off needs to be located and should be on the edge of the driveway to the palette company. Additionally, Commissioner Bill Murphy reported he has measurements of where the shut off should be located. A brief discussed took place regarding where the work needs to take place within the line. Commissioner Nathan Young made a Motion to meet with WSO and have

them start working on the second dig on River Road. Seconded by Commissioner Bill Murphy. Passed unanimously.

6. Woody Hollow Engineering Hourly Charge: DMA Engineers reported they will be submitting the \$5,000 for escrow and the water distribution system plans soon. They also requested contact information for Dan Wojcik, of Pennichuck.
7. Review of Rules and Changes for Annual Meeting: Need to work on. Suggested that a workday be scheduled.
8. Discussion of Contract Negotiations with Pennichuck: Need to work on. Commissioner Nathan Young will put together an outline of issues the Precinct is concerned with, along with what the Precinct is requested to be in a new contract, for next meeting.
9. Annual Meeting: when scheduling will and how and where a public meeting can be held. Nathan inquired about the possibility of spacing attendees and having the meeting at the Boscawen Elementary School Cafeteria. Need to investigate different venues to hold the meeting. Zoom is undesirable because a checklist needs to be kept. Bruce will contact the Municipal Association to see what the best way is to handle the meeting.
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. Commissioner Nathan Young questioned a \$88 monthly charge from Comcast. Cheryl Mitchell reported that charge is a telemetering charge for the tank. TDS is utilized in the office for the internet.
2. 11 Corn Hill Road: Commissioner Bill Murphy noted that no motion was made during the last regular meeting to abate 11 Corn Hill Road. **Commissioner Bill Murphy made a motion to abate 11 Corn Hill Road \$189.69. Seconded by Nathan Young. Passed unanimously.**

3. 147 North Main Street: A brief discussion took place regarding contacting the Precinct attorney Dave LaFever out of courtesy and letting him know of the 147 North Main Street on-going issues.
4. Safebooks Check Order: Discussion took place regarding the Precinct checks and if Safebooks has ordered them. Cheryl Mitchell reported the checks are on order.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 6:20 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, November 25, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on November 13, 2020

Minutes approved by: _____ /s/ _____ on November 25, 2020
_____ /s/ _____ on November 25, 2020
_____ /s/ _____ on November 25, 2020