

## 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

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on December 23, 2020 at 5:40 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 and non-public meeting minutes of December 9, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.***

### **New Business:**

1. Snow Removal: Commissioner Bruce Crawford reported that he has handled the snow removal issue. He further noted that the Boscawen Public Works employees previously had been taking care of the snow removal, however, loss of employees and the addition of new employees lead to the snow removal around the Precinct office not being accomplished as of late. Public Works will start taking care of snow removal around the Precinct building from here on out.
2. Selectmen's Minutes: Commissioner Bill Murphy reported that the Selectmen's minutes indicated there are sewage billing issues which are associated with the Precinct. One billing issue was with 41 Tremont Street which is billed using Norak Drive or Way, therefore the sewage could not be billed as the address of water service was not correct. It was noted that all the town needs to do is to change the address in question. Also discussed in the minutes was 1 Fisher Ave which again just needs to be changed by the town. Further, Commissioner Bill Murphy expressed that Tom Smith on Gage Street was not getting billed because the numbers changed in the trailer park. The Commissioners were unsure as to why

these billing issues made it in the Selectmen's minutes. Further, Commissioner Bill Murphy reported that he emailed Nichole Hoyt, Town Clerk, and informed her that if her communications with Pennichuck are not being addressed that she can email the Commissioners and they will address the issue with Pennichuck and get it straightened out. Commissioner Bill Murphy expressed that he would like to have a conversation with Tom Smith, who owns the trailer park on Gage Street, but he does not know if the phone number he has is valid as he has been unable to get in touch with him. It was noted that sewage bills are generated utilizing the water bills. Commissioner Nathan Young pointed out that in the Pennichuck contract of negotiations this is an example of poor customer service. Commissioner Bill Murphy also informed Nichole Hoyt regarding 41 Tremont Street that the radio on the meter was incorrectly installed and would not read, however the last quarter there was a read and there should be a read this quarter. He noted that he took the cover off and bored the whole while also ensuring that a radio would fit, but the work still has not been completed by Pennichuck.

3. Generator transfer Switch: Commissioner Nathan Young reported that the generator transfer switch at the corrosion station stuck this evening and he was able to unstick it and get it back onto utility. The Commissioners will need to swing by every other day or so to make sure it is not running and if it is running, they can contact Commissioner Nathan Young who will go down and reset it. After the 1<sup>st</sup> of the year the Commissioners will schedule the generator person to have a look at it. Commissioner Bruce Crawford will call him tomorrow as it is not an emergency call. A brief discussion took place regarding the mechanical parts and function of the generator switch.
4. 23 Jackson Street: Bill Sent collection letter to McDaniel lives a 25 Jackson Street 23 Jackson street was a small cottage on the same property with a separate water going to it. The cottage was torn down and for some reason he continues to get water bills and is also receiving a sewer bill which are generated from the water bill. Pennichuck did not know that the cottage was no longer on the property and therefore the bills kept being generated. The meter was taken out and the water was shut off there was an outstanding bill due to a leak. The water bill has ballooned to \$1,200. McDaniel's went to the town to get the sewage abated and he is requesting that the Precinct consider 444.00 was the normal water charge plus the leak and whatever extra interest. Around the time the demo permit was issued, and the water shut off. Therefore, the quarters going forward should not have been charged. 32 normal charge end up with 412.00 if split would be 206.00 which would be the final payment. Motion to approve Bill, 2<sup>nd</sup> Nathan.

#### **Old Business:**

1. Pennichuck Contract: Commissioner Nathan Young reported he spoke with Dan Wojcik, of Pennichuck and he confirmed that Pennichuck received the Commissioners letter regarding the corrosion building. Additionally, Dan stated that in the next few weeks Pennichuck will have an internal discussion regarding the 35% markup part of the contract with PBWP. The part in the letter regarding keeping the Commissioners informed by Email of Emergency work is not an issue and will be implemented by Pennichuck. As far as the untimely customer response Dan really didn't address this issue except. Discussion took place regarding a sliding scales for billing of outside contractors by Pennichuck relative to the markup. Dan also emailed Commissioner Bruce Crawford confirming the receipt of the letter. Bruce confirmed he received the email. The letter to Pennichuck also informed them that the Precinct would not be auto renewing, and a renegotiation needs to take place.
2. Budget: No further information has been received from Safebooks. Without being able to look at the numbers it is hard to predict for the following year. Sounds as if with one more billing coming in and from the last statement from Safebooks that the budget should be on target and fine. Commissioner Nathan Young expressed the need for something needs to be done at the corrosion building for air exchange or that maybe the chemical tanks need to be looked at to see if they are sealed properly, because the amount of corrosion in the corrosion building is excessive. Commissioner Nathan Young also believes the way it is going the Precinct could start losing equipment and it may be as simple as a makeup air unit which gets blown in where the current air conditioner unit is. It needs to be addressed over the next year. This is clearly a budget item for this coming year as it is an aging building. The booster station appears to be fine.
3. Collections and Liens: It was noted that Commissioner Bill Murphy has been working on collections and liens. Commissioner Bruce Crawford stated that he has been contemplating hiring a bill collector for the collections. There was a brief discussion regarding the few collection payments which have come in or are coming in soon. The Commissioners will have to think about hiring a bill collector. It was further noted that bill collector works on commissions and would pay more attention to collecting outstanding bills then the Precinct is able to accomplish because the Commissioners are always busy with other pressing matters. Additionally, Commissioner Bruce Crawford noted that there is a problem with Griggs. The water is being billed and whatever is not billed and goes through the master meter he is liable for. Therefore, he may be jumping over the meter from the master meter to connect water. This allows for the back owed bills to remain an unpaid outstanding bill with little being accomplished regarding collection. Further discussion took place regarding the collection letters and how accurate the

aging report from Pennichuck is. **Commissioner Bill Murphy made a Motion to investigate the hiring of a bill collector further. Seconded by Commissioner Nathan Young.**

4. Regulations/Rates: Commissioner Bruce Crawford noted that the Precinct Regulations are fine as they stand now but, the Commissioners need to look at the rates. Commissioner Bill Murphy suggested going up \$1 on the \$32 minimum and go up 2% on the water rate itself which is \$6.09. He also suggested that 10% be added to all the other rates. Commissioner Nathan Young will reach out to Pennichuck regarding items on the rate sheet and what the costs are which Pennichuck generally charges for those items. This would give the Commissioners a better idea of what the actual rate should be. Discussion was held regarding billing the customers actual cost which Pennichuck charges. Commissioner Bruce Crawford will work on the rate sheet for 2021.
5. Cheryl Mitchell Contract: The Commissioners reviewed the contract proposal from Cheryl Mitchell and agreed it is acceptable. **Commissioner Bill Murphy made a motion to approve and sign Cheryl Mitchell's proposed contract. Seconded by Commissioner Nathan Young.** The Commissioner signed the Contract.
6. Bailey Park: Commissioner Nathan Young reported that he has spoken with Mark Bailey, who spoke with his mother, and she is going to pay the outstanding bill. However, there is a concern about paying the interest on the account because to date she never received notification that there was a balance due and therefore did not know she had a bill to pay. i.e., she does not want to pay interest on a bill which she was never notified was due. Discussion took place regarding contacting Pennichuck and finding out what was the actual billed amount and what was interest. Commissioner Nathan Young questioned if a tenant in a trailer park is not paying their water bill at what point in time would the park owner have knowledge that he/she has a problem with a tenant because the bill is not seen. The current bill for Bailey's is \$171. Discussion 171 current bill took place 96\$ is  $\frac{3}{4}$  to pay 1.5% a quarter in interest. **Commissioner Nathan Young made a motion for the park owner to pay \$96. Once the payment is received the Commissioners will abate the remainder portion of the bill at the following PBWP. Seconded by Commissioner Bruce Crawford.** It was further noted that the account should be closed and once a new trailer is placed a return to service fee will apply.
7. 147 Main Street: Dave Carons attorney sent a letter to the Precinct requesting all invoices for the property. Commissioner Bill Murphy reported that he has called the attorney twice to no avail. Commissioner Bill Murphy additionally emailed Dave Caron that the information requested would be sent to him and if he wants to provide it to his attorney he may. The Precinct supplied Dave with the account's

numbers, dates, and amounts as of the date of the property transfer along with what the balance is as of today. Yesterday, Dave Caron sent another email, again requesting all invoices and Commissioner Bill Murphy responded to his request by telling him that he was supplied with all the requested information. Further, Commissioner Bill Murphy reported that he received a call from Dave Caron's attorney's office and that he explained that Dave needs to go to the originally closing attorney who made the mistake and get it straightened out with them. Commissioner Bruce Crawford pointed out that the Precinct's schedule of rates and fees shows the Commissioners hourly rate of \$50 and bookkeeping hourly rate of \$80. If Dave Caron or his attorney want more paperwork they will be charged accordingly. Commissioner Bill Murphy will email Dave Caron again tomorrow. Additionally, Commissioner Bill Murphy reported he had a conversation with Don Fanny, and Don is thinking about moving forward and had been speaking to Dave Caron as to a water deal to get water to his site. If they want to do that with one crossing and split it somehow that is fine with the Commissioners. However, Don will not be able to cross Dave Caron's land to get to his land. He will have to go down the road to come directly to his property. Before anything happens, an engineering plan must be received and reviewed by Precinct engineer. Nothing else has been heard regarding this matter. A brief discussion took place regarding utilizing a legal easement if you cross someone else property. The easement would have to be located appropriately through Dave's property.

8. Ron Derby: Commissioner Bill Murphy reported he had a conversation with Ron Derby and that he is still open to the right-of-way. Ron Derby has his eye on some sort of a land swap, but Commissioner Bill Murphy does not believe it is a good idea cost wise. It was noted that no figure has been placed on the right-of-way issue.
9. 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

**Meeting Closed:**

***Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 6:45 p.m. by Commissioner Bruce Crawford, Chair.***

**Next Meeting:**

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, January 13, 2021 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on January 4, 2021

Minutes approved by: \_\_\_\_\_ /s/ \_\_\_\_\_ on January 13, 2021

\_\_\_\_\_ /s/ \_\_\_\_\_ on January 13, 2021

\_\_\_\_\_ /s/ \_\_\_\_\_ on January 13, 2021