

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, Administrative 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 May 26, 2021, at 5:31 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 Meeting minute of May 12, 2021. Seconded by Commissioner Nathan Young. Passed Unanimously.

New Business:

1. Utility Bill Payments Aging: Commissioner Bruce Crawford received a phone call from the Precinct's Electric Power Supplier who stated the Precinct utility bill is always late. It was noted that Unitil billing is messed up and is being paid as the bills come in, and according to the due date.
2. Hydrant Flushing Issues: Commissioner Nathan Young reported that they spoke with Dan Wojcik of Pennichuck earlier in the day. Dan Wojcik reported that the flushing was completed yesterday. Additionally, Dan Wojcik needs to check on Crescent Street to see if it has been cleaned up yet. He believes there may be a couple other spots which may need to be cleaned up. He will check on those in a few days and send a follow up email to the Commissioners. Commissioner Bill Murphy noted that he had sent Dan Wojcik a couple of pictures and that just a bit

of care needs to be taken as to where the water is dispersed. Crescent Streets natural flow was such that the damage was caused.

3. Cheryl Mitchell Items:

- a. Cheryl Mitchell reported that she had spoken to the auditor and the audit is just about wrapped up. The Auditor will send electronic copy to Cheryl Mitchell so she can put it in the Annual Report.
- b. Commissioner Bill Murphy questioned Cheryl Mitchell regarding a Pennichuck bill from last June never being paid. Cheryl Mitchell reported that she has disputed the issue and noted that Pennichuck's service contract has been paid monthly. Commissioner Bill Murphy will forward an email he received today from Sarah Diggins of Pennichuck to Cheryl Mitchell for her review.
- c. Cheryl Mitchell asked the Commissioners if they had received an invoice yet from WSO to go against the escrow. Commissioner Bill Murphy will call Charlie of WSO regarding billing. Additionally, he noted the only thing done was the flow test.
- d. Lauren Hargrave the Precinct Clerk, needs letterhead, the current fee schedule, and warrant send to her. Cheryl Mitchell will send these items via email.

Old Business:

1. Hydrant & Hydro Seeding by MVSD: Commissioner Bill Murphy reported the hydro seeding is all done, and they are now irrigating daily which is utilizing roughly 5,000 gallons of water. Additionally, he noted that he goes up every morning and takes a photograph of the meter reading. Commissioner Bill Murphy will send the final numbers to Cheryl Mitchell for billing after a months' time.
2. 25, 67, & 68 Jerado Way Issues: Commissioner Bill Murphy Called Ray Steinbeck Ray Steinbeck stated he is going to put the new water line in and get it all set up. Currently Pennichuck has completed 68 Jerado.
3. Granite State Rural Water Grants: Tabled. Commissioner Nathan Young will investigate this later this week.
4. Crete Payment for Leak on River Road: Nothing has been seen yet, as of the last meeting the bill was coming up on its 30-day mark. The Commissioners instructed Cheryl Mitchell to bill Crete again and charge 1.5% interest per month.

5. Merrimack County Nursing Home: Commissioner Nathan Young reported that Dan Wojcik is taking care of MCNH issues. Dan Wojcik wants to have conversation with Commissioners about who owns what at MCNH because sounds like a couple of hydrants are broken. Pennichuck needs to know who is responsible for what at MCNH.
6. High Street Leak Next to Kenney Property: Commissioner Bruce Crawford reported the leak is not yet fixed, but noted it is not much of a leak.
7. New Service on Knowlton Road/Egounis: The Precinct received the \$6,000 check for the project which has been deposited into the bank. Commissioner Bill Murphy will send a letter which states that they are good to go. It was noted that a copy of the letter needs to be sent to Pennichuck so they can set up an account.
8. Woody Hollow: Private Hydrant Agreement has been sent to them. Commissioner Bruce Crawford has also sent the Rate Schedule they requested, and it was acknowledged to have been received.
9. Wellhead Protection Program: Tabled. Commissioner Nathan Young will investigate this later this week. He noted that it is not due until July 1st.
10. Revising Various Applications and Forms: Completed, should be removed from the agenda.
11. Caron Property/Letter to Laboe & Tasker: No news.
12. Well Field Issues/Access Pad Well: Commissioner Bruce Crawford is working on figuring specifications and Commissioner Bill Murphy will help him in acquiring the grades sometime next week.
13. 17 Gage Street/Tom Smith: Have not heard from Tom Smith abatement request.
14. Warrant: The Warrant was signed and posted by the Commissioners. Cheryl Mitchell reported DRA had no issues with the articles regarding Walker Pond except to state for the Precinct should defer to counsel, which has been done.
15. Annual Report: Commissioner Nathan Young will do a write up and send to the other Commissioners via email for feedback. He will make the necessary changes requested and send the final version to Cheryl Mitchell via email to include in the Annual Report. Cheryl Mitchell reported that the Annual Report will be around 20 pages with the audit. Cheryl Mitchell will get all pieces together for printing. It was noted that NH Print & Mail make 25-30 collated and stapled copies.

16. Annual Meeting:

- a. Date of Annual Meeting: June 30, 2021
- b. Place of Annual Meeting: Thea Shop is cleaned out. The only thing needed is approximately 30 chairs. Commissioner Bruce Crawford will call Lakes Region to procure the chairs. It was noted that sound in the building should not be an issue and that there will be a small table with a chair set up for the public to speak from. It was further noted that the public will need to announce their name prior to speaking. Commissioner Bill Murphy noted that the Commissioners may want to consider obtaining a few small tent units which can be anchored with cement blocks. Commissioner Bruce Crawford reported he may be able to get a few small tent units.
- c. Other issues/considerations for Annual Meeting: Time will be 6:00 p.m.

Commissioner Bruce Crawford made a motion that the only people who are allowed to speak are registered voters and residence of the Precinct. Commissioner Nathan Young. Passed Unanimously. The Commissioners agreed that Charlie Niebling will set the ground rules at the beginning of the Annual Meeting as the Moderator.

17. DES Risk Assessment: Completed, can be removed from the agenda.

18. Roundabout Update: Completed, can be removed from the agenda.

Long-Term Projects:

1. CIP Update: Tabled
2. DES Asset Management Survey: Completed, can be removed from the agenda.

Other:

1. 31 Jackson Street: Commissioner Bill Murphy noted that he received an email from Sarah Diggins of Pennichuck regarding 31 Jackson Street. Apparently there has been high usage for this property on latest bill. It appears that a hose was left on. Sarah Diggins wanted to know if the Commissioners should abate as a leak credit or set up payment plan for the customer. The Commissioners agreed that it was not a leak and therefore they are able to give a leak credit to the customer. Commissioner Nathan Young reported that the bill was for approximately \$900.00, and the customer indicated that she could pay \$200.00 monthly on a payment plan. **Commissioner Bill Murphy made a Motion to abate all interest moving forward from this date and a payment plan can be done with the customer. Seconded by Nathan Young. Passed Unanimously.** Commissioner Nathan Young will reply to Sarah Diggins email. .

2. 16 School Street: Commissioner Bill Murphy reported that there is in a pit at this property, apparently used for irrigation purposes, and Pennichuck does not have any record of it. The customer called Pennichuck stating that the meter was leaking and Pennichuck went and replaced the meter only to find that there was no record for the meter pit. Commissioner Bill Murphy has sent the customer a letter which states that the meter pit must be inspected by the Precinct. He has not yet heard back from the customer. The Commissioners agreed that the primary issue is that the house has a meter of record, but the meter pit does not. It is unknown how the meter in the pit was installed, or how it is connected, and these issues need to be investigated. Commissioner Bill Murphy will send another letter to the customer regarding inspection. The customer will be given until a month after the letter is sent and then the Commissioners will discuss turning off water until the issue is straightened out.

3. Chandler Street: Commissioner Bill Murphy reported that the way it stands currently the repair is complete, but it is not complete. Nothing must be done at this time. It was noted that the Commissioners need to discuss completion at the next regular meeting.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Bruce Crawford. Passed unanimously. The meeting was adjourned at 6:08 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

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

Minutes submitted by: Lauren Hargrave, Recording Clerk on May 31, 2021

Minutes approved by: _____ /s/ _____ on June 9, 2021
 _____ /s/ _____ on June 9, 2021
 _____ /s/ _____ on June 9, 2021