

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
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 June 9, 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 26, 2021. Seconded by Commissioner Nathan Young. Passed Unanimously.

New Business:

1. 20 High Street: Needs to be investigated as it appears that someone is living there as someone mowed the lawn. It was shut off with the Police so need to get Pennichuck over to the address to make sure they have not tampered with the water and make sure it is still shut off. Commissioner Bill Murphy will contact Pennichuck to check on the water status.

Cheryl Mitchell Items:

1. Cheryl Mitchell presented the Standard Rep Letter from the auditor which needed to be signed by the Commissioners. The Letter was signed and returned to Cheryl Mitchell. She will scan the signed letter and email it back to the auditor tonight. She noted that the auditors are going to electronically send the audit to her so she should have it for the annual report. The audit was the only thing she needed to complete the annual report.

2. Cheryl Mitchell questioned if the Precinct had any payroll employees for 2019 or was it all Pennichuck? She reported she received a letter from the IRS showing a credit of \$4,052.70 from your 941 for the year 2019. Therefore, whoever filed them overpaid the IRS. A discussion was held regarding who would have the records for that tax year. Commissioner Bruce Crawford noted that perhaps Dawn Whiting or Carol, the old bookkeeper filed. Cheryl Mitchell will investigate and see if she can find the filed documents.
3. May 2020 Pennichuck Bill: Last year the May invoices were not sent, and they then sent the May and June invoices together. Apparently, Pennichuck only sent one of the service contract invoices in the packet instead of two. It was not discovered by Pennichuck until their books did not balance. It will impact this year's budget because Cheryl can not backdate to last year. Tara King reported to Cheryl Mitchell that there were personnel issues during that time. The Commissioners agreed that the bill should be paid, and it was noted that Pennichuck is not charging interest on the outstanding bill. The bill will be paid with the next batch of invoices.
4. Website: Cheryl Mitchel reported the website is up to date.

Old Business:

1. 16 School Street/2 meters: Commissioner Bill Murphy reported he looked at the property and tried to determine if the customer had an irrigation system. The only thing that the meter goes to is one faucet in the yard, however, he could not figure out if it comes through the first meter and goes to the second meter. There is a curb stop right beside the meter. There is no record of it when the street was redone it shows where the tap and tie in is and it is on the other side of the driveway. There is a radio where the second meter is. Not sure if the meter reads or not because Pennichuck discovered there was no account when they went to repair a leaking meter the customer called about. Therefore, an account would have to be started in order read it. It appears that it was installed for a purpose, but it is unknown what the purpose was. Commissioner Bill Murphy will discuss the issue again with the customer and investigate the 2-meter issue again.
2. 31 Jackson Street Billing: Commissioner Bill Murphy had decided to have Pennichuck do a payment plan with the customer. It was noted that the customer had offered to make a payment plan and if willing to do that the interest would be abated. An email was sent to Pennichuck regarding this issue. It is unknown what the customer response was. Commissioner Bill Murphy will ask Pennichuck for the status of a payment plan, etc.
3. Granite State Rural Water Grants: Commissioner Nathan Young reported this was a preapplication for undecided funds with a due date of July 1st. Another email and

what it involves and at that point in time will look at it again. Commissioner Bruce Crawford recommended perhaps the Precinct should investigate a Freelance Grant writer.

4. Crete Payment for Leak on River Road: No payment received, and a second notice went out with interest added.
5. Merrimack County Nursing Home: Dan Wojcik of Pennichuck is working on.
6. High Street leak X2 Kenney Property: The leak has not been seen by the Commissioners and it appears that no action has been taken at this time.
7. New Service on Knowlton Road/Egounis: \$6,000 was received. Commissioner Bill Murphy reported he sent out the letter and dig safe and Pennichuck have marked so it appears the work will start soon. At this point need to set up an account and Pennichuck needs to inspect.
8. Woody Hollow: Bruce and Bill went down this morning it appears they are doing some prework and talking about hooking up some trailers today. They did discover some leaks on the first few trailers they hooked up to the new service.
9. Wellhead Protection Program: Commissioner Nathan Young reported he has figured out what needs to be done and would like to go over it with the Commissioners at today's meeting. July 1st due date. Precinct falls in under a large system underneath their definitions. For a large system, the Precinct needs to write a cover letter and DES fact sheets needs to be mailed out to all the potential risks within the wellhead protection area. The Commissioners need to inspect the places on the given list which includes MCNH because underground storage tank facilities. Another is State Forest Nursery their irrigation/irrigation pond. And the Precinct Wells. Those 3 are the water which need to make sure is protected. List of places Wells, Correctional, MCNH, 655 Oak Hill Road, Northfield across the river and Devoid residence at 431 High Street. As source water hazard inventory sites. Extensive discussion was held regarding the list and map was reviewed by the Commissioners. Nathan will print out 4 packets which need to be mailed and the findings and cover sheet needs to be mailed to DES.
10. American Rescue Plan Letter from Governor: Nothing is being done. Remove from future agendas.
11. Caron property Letter to Laboe & Tasker: No movement. Bill reported Dave Rayment is supposed to call him tomorrow and he will talk with him.
12. Well field issues: access pad well 2 Pad for well access BC working on figuring specs.

13. Tom Smith 17 Gage Street: Have not heard from Tom Smith regarding his abatement request.
14. Warrant: Completed.
15. Annual Report: Cheryl will print audit and everything else is all printed and ready to go need them ready a week before. Can place them on the bench in the Precincts foyer entranceway. 25 to 30 printed send to NH Print and Mail. Bruce deals with Cathleen. Same cover as last year. Call when ready and Bruce will pick up.
16. Annual Meeting: Need chairs and 2 lecterns. Have a couple tables, desk for clerk to write on, Charlie needs lectern. Lectern for people to speak at. Bruce will call and ask rent 30 chairs from Lakes Region. Sound should not be an issue. Need to place something over the open drain steel plate over. Pit is covered but is a trip hazard. If out of sight out of mind so recommended carpet or some tables on top of it and sit behind it there should be room. Caution tape meter tape, bathroom, other areas do not want people to go.

Other Business:

1. Commissioner Bruce Crawford Snow Roller in Junior Jones barn going to try to get grant to restore but has no place to keep it. Once done with annual meeting the commissioners agreed to let the Historical Society store it in the Precinct garage. The Commissioners all agreed to allow the Snow Roller to be stored in the Precinct garage.

Long-Term Projects:

1. CIP Update: Tabled
2. 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 6:27 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, June 23, 2021, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on June 16, 2021

Minutes approved by: _____ /s/ _____ on June 23, 2021

_____ /s/ _____ on June 23, 2021

_____ /s/ _____ on June 23, 2021