

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

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on September 8, 2021, 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 Meeting minute of August 25, 2021. Seconded by Commissioner Nathan Young. Passed Unanimously.

New Business:

1. Woody Hollow: Commissioner Bill Murphy reported that the project is all coming together and currently what it comes down to is what they are wanting to do with the meters. He noted the master meter issue has been settled, and the check valves are also being done. The regular meters still need to be installed and up and running, but it should solve itself and is doable. The meters that the Precinct has can be utilizing. Noting that the ones which are most likely to plug in and be waterproof should be fine to use. They are using their current meters and radios. Discussion took place regarding the current meters just needing to be reconnected and then waterproofing the connections. The large radio's need the radio and the wire that goes with it. In conclusion the project is being worked through and is all set for the time being. Commissioner Bill Murphy will look at his hours involved in the project so that Cheryl Mitchell can send out a statement.

2. Dave Miller Contract: Commissioner Nathan Young presented the Commissioners with an invoice for Dave Miller's retainer for next year of \$1,000. Dave Miller will continue to work under the same hourly rate. ***Motion to continue with Dave Miller's services as the Precinct Engineer and to pay the \$1,000 retainer fee to continue his services for the next year. Seconded by Bruce Crawford. Passed Unanimously.***
3. Emergency Preparedness Grant: Commissioner Bruce Crawford presented the other Commissioners with information regarding Emergency Preparedness Grant funding for review.

Old Business:

1. 147 North Main Street: Commissioner Nathan Young noted that he spoke with Dave Caron and explained to him that the payment agreed upon could not be applied to a needy customers bill and will have to be applied to the properties bill. It is unknown at this time if the agreed upon payment has been made to Pennichuck.
2. Well #4: Commissioner Nathan Young reported that he did get the copies of the system map to Greg, and he believes they will have something for the Commissioners to review regarding Well #4, probably by the next meeting.
3. Well field issues: access pad Well #2: Commissioner Bruce Crawford noted that measurements still need to be taken. A brief discussion took place regarding renting a backhoe and doing the work inhouse. Commissioner Bill Murphy noted that some kind of retaining wall is needed. Further discussion took place regarding building up instead of building down. Commissioner Bill Murphy noted that if 2x2x4 hernia blocks were placed a row that it would give enough height to probably make it work. Measurements are still needed prior to any further discussion and/or decision.
4. Letter to Town of Webster: The Commissioners signed a letter to the Town of Webster presented to them by Commissioner Bill Murphy
5. NH Water Works Association: Commissioner Bruce Crawford reported that the NH Water Works Association is holding a meeting at the Grappone Center in October if the other Commissioners are interested in attending.

Cheryl Mitchell Items:

1. Cheryl Mitchell reported that during her reconciliation she discovered a \$217.07 transaction from JPMorgan Chase was the only thing left outstanding and wanted to know if any of the Commissioners gave an authorization for this transaction. She

questioned if it could be from an online payment bouncing and Pennichuck missed it. However, she reconciled Pennichuck without that amount. She further noted that she called the number given to her from Franklin Savings Bank for JP Morgan Chase, but they will only speak with financial institutions. Therefore, she needs to go back to Franklin Savings Bank tomorrow to see if they will call to find out what the charge is for. Commissioner Bruce Crawford noted that the charge could be someone setting up to pull a scam. Commissioner. Additionally, Cheryl reported that a \$5.00 invoice was also received for the Cloud. She does not know what that charge entails. It was again noted that this also was not on Pennichuck's reconciliation. Further, Commissioner Bruce Crawford noted that he received an email from Pennichuck regarding payments being made at the Precinct office and reported that none have been made in the past month until today, which he does not believe is on a past due account. A brief discussion took place regarding a \$1,713.99 bounced check from a Woody Hollow customer, signed by NS, for Lot 19. Noting that the check says past due and reconnect. It appears the check was given to Pennichuck on site because the water was going to be shut off. The Commissioners agreed to see what Pennichuck does with the bounced account and will follow up.

2. Budget: Cheryl Mitchell presented the Budget actuals through the end of August to the Commissioners for review. It was noted that budgets are a guessing game. Discussion took place regarding when the Precinct had its own employee's verses hiring an outside company to manage the day-to-day operations such as Pennichuck. Commissioner Nathan Young noted that it is difficult dealing with a small water system as the same amount of equipment is needed for operating as a large water system requires. Therefore, the base cost is the same whether you are dealing with a large or small water system. Additionally, it is hard to self-fund a small water system. Commissioner Nathan Young further noted the number of repairs this year has been high and that the useful life of entire system must also be considered. Commissioner Bruce Crawford questioned the Chandler Street Repair and Commissioner Bill Murphy explained that the issue was that the main running down Main Street had a crack in it and that the repair should have been greater instead of just putting in a new section of pipe in. The replacement could be taken from a different budget line item then from the repair budget. Cheryl Mitchell noted that it can be taken out special projects. Commissioner Bruce Crawford noted that it would be the same dollar amount therefore whatever line item is used is moot. He further noted that the Precinct is in much better shape financially then several years ago. Commissioner Bill Murphy noted that when they consider next year's budget they need to watch out for inflation.

3. Merrimack Valley School District: Cheryl Mitchell reported that the Precinct has not received payment from Merrimack Valley School District. Commissioner Bruce Crawford noted that it appears to have shown up at the top of the Pennichuck aging report. Therefore, it appears that the payment was made directly to Pennichuck. Commissioner Bill Murphy will notify Pennichuck that it was a payment from an invoice billed directly from the Precinct and is being recorded on the aging report as an overpayment. Commissioner Bill Murphy additionally reported that he has the reading for the end of last month which he will send to Cheryl for billed.

Long-Term Projects:

1. CIP Update: Commissioner Bill Murphy noted that at some point the Commissioners need to look at the CIP to try to realign it as it seems to have a hole in the middle of it as far as time and projects go. Some of the things mentioned in the CIP have been accomplished but some still need to be done. Commissioner Bill Murphy will email a copy of the CIP to the other Commissioners for review. Discussion took place regarding the Water Street Tank idea and how improbable it is going forward due to numerous issues. Commissioner Nathan Young noted that the value of water in and volume of water out, along with chlorine residual, is a huge issue. Additionally noting that the tank would be at the end of the line in a rural area. There is also a question as to how many people will utilize the tank compared to the cost and other feasible issues. Commissioner Bill Murphy noted that he believes cisterns are the way to go if firefighting protection is the main concern.
2. DES Asset Management Survey: Tabled

Other Business:

1. Steenbeke Property: Commissioner Bill Murphy reported that Skip Kelly who bought the buildings down back from Steenbeke wants to extend the water main which goes down the side of the property line to a hydrant in the back. Specifically, he wants to extend the main across and then feed the buildings off of it. It was noted that the issue is that it is a Private System which needs a meter pit. However, it gets complicated because the main running in front of KSD is now going to be run over to the old store so that is another one which needs a meter pit. So, should the Precinct require one meter pit to serve all or multiple meter pits. It was additionally noted that there is also a problem with it being multiple owners. Commissioner Nathan Young reported that two-meter pits will be needed. Commissioner Bill Murphy will talk with Skip Kelly, Kellie Jo Easler, and Joe Spain with regards to the plans for the Steenbeke properties.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 6:17 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, Sept 22, 2021, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on Sept 14, 2021

Minutes approved by: _____ /s/ _____ on Sept 22, 2021

_____ /s/ _____ on Sept 22, 2021

_____ /s/ _____ on Sept 22, 2021