

## Minutes of the Penacook/Boscawen Water Precinct

Location of Meeting: 9 Woodbury Lane  
Boscawen, N.H. 03303

Present at Meeting: 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 April 13, 2022, at 5:28 p.m. by Commissioner Nathan Young.

### **Financial Update:**

Commissioners signed manifest and checks.

### **Approval of minutes from last meeting:**

***Commissioner Nathan Young made a motion to approve the Regular Meeting minute of March 30, 2022, and the Non-Public Minutes of March 30, 2022. Seconded by Commissioner Bill Murphy. Passed Unanimously.***

### **New Business:**

1. Wright Pierce Engineering Service Quote: Commissioner Nathan Young reported he received a list from Chris at Wright Pierce Engineering of all their hourly billing rate ranges. It appears within range of what any engineering firm would charge. Dave Miller is under contract until July 1, 2022. A brief discussion took place regarding how Wright Pierce is charging the Precinct for their service, either an annual fee or when work was done there was a fee. It is believed the contract states the Precinct will be charged for work done. The commissioners reviewed the contract specifically section 10.1 Compensation. Cheryl Mitchell noted that the past engineers never required a retainer. Commissioner Nathan Young would like to sign the contract with Wright Pierce as it appears reasonable, and the Precinct appears to be happy with them. Get the contract up and going. Noting that small engineering questions can be passed by David Miller even after his contract expires. Larger projects are better off being overseen by Wright

Pierce. Commissioner Bill Murphy noted that he believes the Air Valve project will be coming up and it will take some excavation to find out what is there and figure out what to do about it. It will be an expensive project and is in an awful place. Commissioner Bill Murphy reported he does not take issue with retaining Wright Pierce Engineering. **Commissioner Nathan Young made a motion to allow Commissioner Nathan Young to sign the Engineering contract with Wright Pierce on behalf of the Precinct. Seconded by Commissioner Nathan Young. Passed Unanimously.** Commissioner Nathan Young will make sure that Wright Pierce delineates what service is being billed for so it can be appropriated to the budget correctly.

2. Status of Liens on 146 North Main: Commissioner Bill Murphy reported there are five liens, one lien is expired, and two of the liens were from years ago. There are two other liens from 2020 which include previous liens and are valid and need to be applied. The problem is that there are balances on the two accounts, and it is unknown if some of those balances are part of the lien. Cheryl Mitchell suggested discharging all five of the liens and star a new lien with current balances. At the present time one lien is for \$4,236.00 (home) and the other is for \$1,087.00 (shop area). Pennichuck balances show \$2,783 (home) \$282 (shop area). Commissioner Bill Murphy noted that if the last six quarters are looked at since the last liens were put in, and the Pennichuck balances are disregarded, one would be \$195 and the other \$225. It was noted that in the past once Pennichuck places a lien they remove that lien about from their books. A discussion was held regarding past and current liens on the property and what potentially has happened and will happen with the property. The customer has been making small payments on a payment plan. Commissioner Nathan Young noted that he is of the opinion that starting with the recorded amount due which the customer has been billed for and seeing should be done at this time because there is such a discrepancy in the figures, discharge all the liens, and produce new ones under the current amounts. Commissioner Bill Murphy will have Pennichuck do a final read which will change the numbers slightly. It is unknown what is happening to the property. **Commissioner Bill Murphy made a motion to discharge all of the liens and use the Pennichuck balances with a final read. Seconded by Commissioner Nathan Young. Passed Unanimously.** It was noted that the Precinct does not want to discharge the liens until the current balances are paid.

3. Hydro Net: Commissioner Nathan Young reported that the attorney has gotten back to the commissioners regarding the Hydro Net contract and says it is fine. However, it was noted that if the Precinct opts to sign the contract it would be for an eighteen-year period. It is free money, and it is believed that the programs are going to fill up quickly, so Commissioner Nathan Young is in favor of locking in for eighteen years and receiving between four to six thousand dollars a year. Discussion took place regarding Hydro plants, eligibility, and an explanation of the program. ***Commissioner Nathan Young made a motion to sign the Hydro Net contact for the longest term the Precinct is able to. Seconded by Commissioner Bill Murphy. Passed Unanimously.***
4. SAM (System for Award Management): Commissioner Nathan Young reported that SAM is unhappy with whether or not the Precinct has an “and” sign (&) in the name. It expires the end of April and Commissioner Nathan Young went on to renew it. SAM is the organization which allows the Precinct to apply for government grants. The records did not match from last year because of the “and” sign (&). Commissioner Nathan Young had contact with the Cage Number Agency who explained that the easiest way to accomplish this is for the Precinct to submit a Petition for Change form the Commissioners to SAM. SAM received the petition and Commissioner Nathan Young put the registration through and received a confirmation of contacts in the mail with a passcode. The identity verification was received, and it was resubmitted as of yesterday. Commissioner Nathan Young will check the status on Monday.
5. 2022 Drinking Water State Revolving Fund (DWSRF): Commissioner Nathan Young noted that he believes this needs to be looked into yearly and also believes you have to have “dig ready”.
6. Water ISAC: Commissioner Nathan Young reported the email pertaining to Water ISAC is a questionnaire, voluntary survey, and it was asking people to join the organization. Therefore, it can just be ignored.
7. 15 Chandler Street Billing Issues: Commissioner Bill Murphy explained that this issue all goes back to Pennichuck missing a final read. The previous customer had two meters and only one was read. The way it stands now Pennichuck has added the second meter onto the account, so moving forward they are fine, but what to do about the last seven

quarters is the question. Should the Precinct charge the current customer for the missed seven quarters and the balance due at the time? It was noted that Pennichuck is never held responsible for errors such as this. Commissioner Nathan Young suggested that the Commissioners reach out to Pennichuck and express to them that if they are unable to recover the money previously owed by the new customer then the amount owed will need to be covered by them and credited to the Precincts monthly service bill from them. Commissioner Bill Murphy will reach out to Pennichuck and direct them on this issue.

8. 50 Academy Street Removed Meter Abatement: Commissioner Bill Murphy explained that the customer had a meter for filling the pool, which is no longer there, and he called Pennichuck to turn the meter in and stop the account back in October 2021. Pennichuck recovered the meter, but it never got through to the billing office so the customer received a bill for the base rate in December and another bill in March for the base rate and interest for the outstanding December billing. The customer is annoyed. ***Commissioner Bill Murphy made a motion to abate the account balance and have the account closed. Seconded by Commissioner Nathan Young. Passed Unanimously.***
9. 146 North Main Street. Resolution of Issues with Final Bill/Liens and Balances: Previously discussed.
10. 12 Jackson Street New Water Service Approval: Commissioner Bill Murphy reported this is a new house going in from a lot which was subdivided from 10 Jackson Street. Originally, they wanted to hook on to 10 Jackson Street, but that is not possible. They made out an application, but no payment has been made to the Precinct as of yet.
11. Dan Remillard: Questions Concerning Property at 45 Corn Hill Road Water Services for Subdivision: Dan Remillard bought 45 Corn Hill road and there is room for the property to be subdivided into two lots. Dean Hollins, from the Town, wants to put the second coat of paving on the strip which was done last year. Dan Remillard's question was rather than wait and dig up the new road after the paving can he put the taps in now for the two new lots but not pay the impact fee and WIF fee until the lots are developed. A discussion took place regarding the taps and where they can tap off from. As far as any cost the Precinct would incur, until there is actual use for the water there is no impact. Commissioner Nathan Young noted he would be okay with it, as long as however he leaves those taps

are in a condition that if something happens and the houses never get built that they do not become a problem. Commissioner Bill Murphy will look into the legal ownership of the property and if it is subdivided and questioned if it would be a good idea to put a time limit on the tap. Further investigation is needed.

12. Block off of Field Adjacent to Well Field (Damage to field due to Trespassers): Commissioner Bill Murphy explained that if you go by the corrosion building and across the rail trail there is a gate and there use to be a fence, but the fence on one side is gone and it appears that individuals have been utilizing the area and damaging the field during such use. A big issue is what if people are out there and roll a truck or off-road vehicle. Commissioner Bill Murphy suggested putting up a piece of cable, which he has, and placing a PVC pipe over the cable for visibility, and then posting a no trespassing sign. Commissioner Nathan Young noted that for liability purposes he will put reflective tape on the PVC so it can be seen by snowmobilers during the winter months.
13. Investment Policy Wording questions: Commissioner Bill Murphy reported the Investment Policy which was approved and signed by the Precinct Commissioner is fine. However, when he brought a copy of the policy down to Primerica it was the incorrect one. Commissioner Bill Murphy emailed Primerica and will be getting the current signed Investment Policy to them. Additionally, he will check the Precinct website to make sure the correct Investment Policy document is posted.
14. Review of the NH DES Cross Connection Permit Requirements: Per ENV-DW 505.06 and 505.02a: On hold temporarily. The Precinct has received a new list from New England Backflow so permits need to be issued. Commissioner Nathan Young will do the permitting for the next Precinct meeting.
16. Coolant Hose on Generator Update: Commissioner Nathan Young reported that the work will be performed on April 19<sup>th</sup> at 8:00 a.m.

**Commissioner Bill Murphy made a motion to enter into Nonpublic Session per RSA 91-A:3 II (c).** Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to

pay or poverty of the applicant. **Seconded by Commissioner Nathan Young. Passed Unanimously.**

**Commissioner Bill Murphy made a motion to come out of Nonpublic Session at 6:20 p.m. Seconded by Commissioner Nathan Young. Passed Unanimously.**

#### **Cheryl Mitchell Items:**

Cheryl Mitchell supplied the Commissioners with the updated actual budget with the new budget numbers for this year. Expenditures for the end of March are shown. Cheryl Mitchell also noted that the billing came in a bit low and she is hoping it is due to the time of year.

#### **Old Business:**

1. Well Field Access Pad: On hold for now. Commissioner Bill Murphy questioned if this is something Gelinias may want to handle, or perhaps the person doing SKR's work, or maybe McDuffy. A Commissioner can meet them at the site and get an estimate if one of them is interested in the job.
2. Dollar General Backflow Inspection Failure: Nothing new to report.
3. Funding for Generators from EPA/DES: Tabled.
4. Crete Farm Possible Leak: On hold until spring.
5. Wright Pierce Property Access Letter: Commissioner Nathan Young reported that he forward the Property Access Letter to Commissioner Bill Murphy to review and correct. It is basically a letter which needs to be signed by the property owner/s and a Commissioner allowing Wright Pierce to enter onto the property and perform testing. Commissioner Nathan Young will make the corrections and have it signed and returned.

#### **Long-Term Projects:**

1. CIP Update: Tabled
2. DES Asset Management Survey: Tabled

#### **Meeting Closed:**

**Motion to Close the Meeting by Commissioner Nathan Young. Seconded by Commissioner Bill Murphy. Passed unanimously. The meeting was adjourned at 6:33 p.m. by Commissioner Nathan Young.**

**Next Meeting:**

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, April 27, 2022, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on April 19, 2022

Minutes approved by: \_\_\_\_\_ /s/ \_\_\_\_\_ on April 27, 2022

\_\_\_\_\_ /s/ \_\_\_\_\_ on April 27, 2022