

Minutes of the Penacook/Boscawen Water Precinct

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

Present at Meeting: Nathan Young, Commissioner Chair
Bill Murphy, Commissioner
Lauren Hargrave, Clerk
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 December 14, 2022, at 5:32 p.m. by Commissioner Nathan Young, 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 minutes of November 30, 2022. Seconded by Commissioner Nathan Young. Passed Unanimously.

New Business:

1. 6 Baker Street: Commissioner Bill Murphy reported that the customer responded with a note on the bottom of the letter regarding payment options which previously sent out by the Commissioners. It was noted that the note was signed. Commissioner Bill Murphy noted that the payment option presented to the customer was that the first seven payments would go towards the customers water bill and the remaining payments would go towards the water line replacement. The customer note informed the Commissioners the customer is waiting for money to arrive at an account and the payment will either have to wait until the customers anticipated money arrives or the customer can pay with a credit card online. The Commissioners agreed that Commissioner Bill Murphy will email the customer and inform the customer the Precinct is willing to wait until the anticipated money arrives, however, the customer will need to respond to the Commissioners with regards to when the general time period the anticipated money will arrive and the Precinct can expect payment. The customer will be given until the Precinct's next regular scheduled meeting on December 28, 2022, to respond.

2. Census: Commissioner Bill Murphy reported that the census report has been completed by Cheryl Mitchell.
3. Community Action Program (Help with Water Bills): Commissioner Bill Murphy noted that Tara King had received a couple of applications to process through the NH Low Income Water Assistance. It is part of the Federal Recovery Program and is being administered through the Community Action Program. Tara King would like to know if the Precinct is going to participate in the program. Further, Commissioner Bill Murphy reported that he emailed Katie Phelps at the Town to see if the Town was aware of the program. Katie Phelps reported the Town has not heard of the program and will be looking into it. The Commissioners agreed to have the program information posted on the Precincts website and that Commissioner Bill Murphy will reach out directly to some customers and let them know the program exists. It was noted that a program requirement is the customer had applied for fuel assistance and it accepted, in order to apply for the Water Assistance Program. A brief discussion took place regarding qualifications.
4. Well Work/ Well #2 Iron: Commission Nathan Young reported there had been spot issues with iron in the system. Further, it was reported that during this time of year Well #2 does spike in iron and was shut down over a week ago. Therefore, there should be relief in the system now. The County Facility Manger and Pennichuck have rectified all issues successfully.
5. Generator Grant: Commissioner Nathan Young has a call in to a contact to ask some more specific questions. Further, it was reported that he had a call out to Mark but has not yet hear back from him. The information is that Installation may be part of the reimbursement for the Generator Grant. The Grant Funding includes LEOP or COOP plans, generators and EOC equipment, communications equipment, electronic sign boards, emergency management trailers. Therefore, it appears the grant covers a broad spectrum of things but more information is needed and Commissioner Nathan Young will continue to pursue more information relative to the grant.
6. pH and CL17: Commissioner Nathan Young reported there was an email from Dan Wojcik which this year the CL17 will be repaired which is cheaper and faster to get it back online. However, the Precinct will need a new pH probe and a new chlorine analyzer next year. It was noted that these are instruments which attach to the general control unit which is the SC200. The one control unit can run both items so it will be a good group purchase. Commissioner Nathan Young will ask to borrow the Pocket Colorimeter for testing chlorine in the system whether or not there are leaks in the system or not from Manchester. However, Commissioner Nathan Young does feel the Precinct would benefit from purchasing its own Pocket Colorimeter. Therefore, Commissioner Nathan Young will reach out to the HACH representative to obtain general price points on the equipment so it can be included in the 2023 Precinct budget. There was a brief discussion regarding the equipment and installation. Additionally, Commissioner Nathan Young additionally reported that Dan Wojcik's email also noted the leak on 51 Forrest Lane was on the service line and the curb stop

broke and the leak was repaired and the curb stop was replaced by the Pennichuck work crew on December 1, 2022.

7. Questions from State (Well #4/PFAS): Commissioner Nathan Young reported that the Precinct did the final submission of all the invoices to the State for the Grant reimbursement and Randy from DES sent an email with some concerns. One concern was the previous study done by Emery & Garrett stating there was a viable well source with good production and why the Precinct is looking for a new Well source and why the State is funding a new Well source if the Precinct already has one. Commissioner Nathan Young called Randy and explained the previous Well site is a viable source of water, however, it is a mile or more away from the main and it crosses the Veteran Cemetery. Therefore, it would cost the Precinct astronomical amounts of money and planning to get to that water source. With the reasons explained, Randy from DES was satisfied. The other concern from DES is that they are staying with the original approval and they will reimburse for testing for PFOS surface but will not reimburse for PFOS testing in the water source. It was noted that the Precinct will probably test for PFOS in the water source anyway.
8. Grant Payment Disbursement: Commissioner Nathan Young reported there was an email from DES which stated that the funds for the grant are being released. It is unknown if it will be by check or direct deposit. Additionally, Commissioner Nathan Young reported that Wright-Pierce would like to get paid before the end of the year for their books. Commissioner Nathan Young will send the packet of invoices with a general invoice sheet to Cheryl Mitchell totaling \$41,414.22. Further, Cheryl Mitchell requested if a W9 could be completed by Wright-Pierce and Commissioner Nathan Young will email Wright-Pierce and request a completed W9 form.
9. Grant Application 2023: Commissioner Nathan Young reported the same 2022 Grant has been officially submitted by Wright-Pierce for the 2023 year. Additionally, Wright-Pierce put in a quote of \$85,000 was put in for the drilling aspect of the job.
10. Penacook Boscawen "System Owner" Update: Commissioner Nathan Young reported that Randy from DES requested an update for the system. The State needs a system owner and Bruce Crawford was listed as the system owner. The State has the system operator as Pennichuck, and they also have contacts. Commissioner Nathan Young is now listed as the system owner. Commissioner Nathan Young will email the other Commissioners with the form for future use if it is needed. Additionally, the website needs to be updated with Commissioner information and term expirations. Cheryl Mitchell will contact Shelley Fajans to make the website updates.
11. Cybersecurity Grant: Commissioner Nathan Young reported that he needs to look into the Grant further. He will speak with Chuck Fritz regarding the Corrosion Building computer system security.

12. Pennichuck Meeting Follow Up: Commissioner Nathan Young dispersed an email from Tara King of Pennichuck for review by the Commissioners. (See Attached Email with redactions)

Commissioner Nathan Young made a motion to accept #1 for Outlining disconnects and Physical Shut Offs in the Spring for Non-payment. Seconded by Commissioner Bill Murphy. Passed Unanimously.

Commissioner Nathan Young made a motion to accept #2 for Old Balances. Seconded by Commissioner Bill Murphy. Passed Unanimously.

A brief discussion took place regarding credit balances, reimbursements, and addresses for reimbursements. Further investigating of the RSA's will be done before a definitive action is taken on #3 c.

Commissioner Nathan Young made a motion to accept #3 a, b, and d for Credit Balances on Final Billed/Inactive Accounts. Seconded by Commissioner Bill Murphy. Passed Unanimously.

#4 was reviewed for Information only.

A discussion took place regarding the method of billing for usage. Commissioner Nathan Young will email Nicole Hoyt of the Town with the Precinct's method of billing, which will start in March 2023, so the Town can make adjustments, if needed, to the sewage billing. Commissioner Nathan Young will reach out to Tara King of Pennichuck regarding meter purchasing and the need to purchase the new meters to match the new method.

Commissioner Nathan Young made a motion to accept #5 Method of Billing for Usage. Seconded by Commissioner Bill Murphy. Passed Unanimously.

13. Call Forwarding: Lauren Hargrave reported that she is waiting for a pin from TDS to arrive in the mail in order to have the call forwarding put back into place. In the meantime, a message has been placed on the Precinct phone directing customers to contact Pennichuck. Lauren Hargrave will check the message on the phone system to make sure the correct meeting times and dates have been recorded. A brief discussion took place regarding TDS, Consolidated Communications, and Comcast.

14. Christmas Party: **Commissioner Bill Murphy made a motion to provide a Christmas bonus to Cheryl Mitchell, Lauren Hargrave, and Elaine Clow in the amount of \$100 per individual. Seconded by Commissioner Nathan Young. Passed Unanimously.**

15. Dave Caron Escrow: Tabled for now. Commissioner Nathan Young will look into it.

16. Cheryl Mitchell Items: A date needs to be set for the budget hearing. Commissioner Bill Murphy will look on the Municipal Association for due dates. Additionally, a date for the annual meeting should also be set.

Old Business/Ongoing Projects:

1. Leak Detection/Grant: Tabled. Leak Detection started August 15th for 60 days.
2. Lead Service Grant: Tabled.
3. NH DES Cross Connection Permits Per ENV-DW 505.06 and 505.02a: Tabled.
4. Block Off of Field Adjacent to Well Field/Damage to Field Due to Trespassers: Tabled.

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 6:23 p.m. by Commissioner Nathan Young, Chair.

Next Meeting:

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, December 28, 2022, at 5:30 p.m.

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

Minutes approved by _____ /s/ _____ on December 28, 2022

_____ /s/ _____ on December 28, 2022

_____ /s/ _____ on December 28, 2022

Young,Nate

From: [REDACTED]
Sent: Friday, December 9, 2022 4:37 PM
To: Young,Nate; LAWREEN & WILLIAM MURPHY; Frank Dineen
Cc: Phil & Cheryl Mitchell; Diggins, Sarah
Subject: Follow-up Items from Meeting on 11/30/22
Attachments: PBWP Disconnect Process Summary.doc; PBWP Payment Plan Guidelines.docx; Sample Disconnect Notice.pdf; Sample Delinquent Notice.pdf; Balances on Final Billed Account not paid thru 093022.xls

Hello!

It was great seeing/meeting you all a few weeks ago. I thought it was a great discussion and below is a summary/follow-up of the items we discussed at the meeting.

1. Non-Payment Disconnect Program– It was discussed that we would resume disconnect notices and physical shut offs in the Spring for non-payment
 - a. Plan to resurrect the program start in late March for 1st shut off in April
 - b. As discussed, the first notice will be a Delinquent (Past Due) Notice, then two weeks later Disconnect Notice, and then two weeks later physical shut off – Summary of process is attached for your review
 - c. Also attached is the payment plan guideline document for your review – an active and up-to-date payment plan will prevent disconnection of service
 - d. I have also attached a sample of both notices as I am not sure everyone has seen them before (please note that the fees on the disconnect notice will be updated to the current fees)
2. Old Balances (Final Billed/Inactive Accounts)
 - a. It was decided that a list would be sent to the Commissioners/Precinct for there review. The list will be sent back to Pennichuck with instruction on whether to charge-off balance or not.
 - b. Attached is the first “collections” list for your review. These are final billed accounts due on 9/30/2022 or prior. There are two accounts on the list with a note “Bankruptcy Account” at one point it was determined to remove the bankruptcy balance from the water account and place on a new account for the property to track the amount and seek payment at some point. Technically, this is an uncollectable balance. Let me know if you need more information on these.
 - c. Starting in January, Pennichuck will send a list monthly for the Commissioners/Precinct for any final billed balance still due after 45 days.
3. Credit Balances on Final Billed/Inactive Accounts - Pennichuck will provide a list to the Commissioners/Precinct for review within the next few week. It was determined that:
 - a. any credit balance over 2 years old will be charged off the water accounts
 - b. any credit balance less than 2 years old and more than \$33 will be sent to Commissioners/Precinct to issue a refund check and the water account will be debited
 - ~~c. any credit balance less than 2 years old and less than \$33 will be charged off the water account~~
 - d. Going forward, there will be a monthly review of any account with credit balance 90 days after final bill issued that is over – the credits over \$33 will be sent to Commissioners/Precinct to be issue refund check and water account debited and the credits under \$33 will be charged off the water account
4. Meter Read out issues/Estimated Accounts
 - a. Pennichuck will work on scheduling approximately 10 appointment a month to start to pick away at the no read out/estimate list. There are currently around 70 on the list of which we have identified around 45 that are the most pressing which we will start with. At this time we will try to avoid those are know to be pits as pit radios are on back order.