

## 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  
Frank Dineen, 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 December 28, 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 December 14, 2022. Seconded by Commissioner Nathan Young. Passed Unanimously.***

### New Business:

1. Important Dates (Budget, etc.): Commissioner Bill Murphy presented the other Commissioners with a printout of dates from the Municipal Association. Commissioner Bill Murphy noted that there are not a lot of dates which apply to the Precinct. In February last day for giving notice of Feb 10<sup>th</sup> public hearing on the annual budget, however, the date would change to the Precincts regular scheduled meeting of January 25<sup>th</sup>. Additionally, the last day to hold at least one public hearing on the annual budget is February 17<sup>th</sup>, therefore the public hearing should be held on February 8<sup>th</sup>. Commissioner Bill Murphy advised that there is a limit on when the posting can take place. Commissioner Bill Murphy will review the dates and get back to the other Commissioner. ***Commissioner Bill Murphy made a motion to hold the Precincts Annual Meeting the day before the Annual Town Meeting, March 13, 2023. Seconded by Commissioner Nathan Young. Passed Unanimously.*** Commissioner Bill Murphy also explained that February 26<sup>th</sup> is the last day for the Select Board to post the Warrant and the Budget at all polling places and at the Clerk's Office or Town Hall. The Precinct can post at the Town Hall and the Precinct Website also on the 26<sup>th</sup>. A brief discussion took place regarding the Warrant Articles for the

Precinct. March 6<sup>th</sup> the Precincts Annual Report with the Budget must be available which will be placed at the Precincts Office and at the Town Hall. Another discussion took place regarding narrowing down the Precincts budget at the January 11<sup>th</sup> regular scheduled PBWP meeting. Hopefully, the last billing from Pennichuck will arrive soon as it will need to come out of this year's budget. Commissioner Bill Murphy noted that the Commissioners should also discuss the increasing the water rate by a couple of percent.

2. 6 Baker Street: Commissioner Bill Murphy reported that he sent the customer a form for the Community Action Program to pay the customers water bill and the information that goes with it, i.e., qualifying for heating assistance prior to applying for the water reimbursement. It was noted that the Precinct is not driven by the Utilities Commission. A brief discussion took place regarding a shut off for the customer and winter access information for shut offs from Pennichuck.
3. 51 Water Street: Commission Bill Murphy reported there was a leak in the front yard and the customer fixed the leak.
4. Crete: Commissioner Bill Murphy expressed that once the holidays are over the information for the Crete's should be obtained and given to them.

***Commissioner Nathan Young made a motion to enter into Nonpublic Session at 6:43 p.m. per RSA 91-A:3 II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Seconded by Commissioner Bill Murphy. Passed Unanimously.***

***Commissioner Nathan Young made a motion to come out of Nonpublic Session at 5:47 p.m. Seconded by Commissioner Bill Murphy. Passed Unanimously.***

***Commissioner Bill Murphy made a motion to seal the Nonpublic Minutes per RSA 91-A:3 III. Seconded by Commissioner Nathan Young. Passed Unanimously.***

5. Dan Wojcik: Commissioner Nathan Young reported that Dan Wojcik of Pennichuck is leaving Pennichuck on good terms. Chad, who is running the PBWP system, Tara King, and others are still with Pennichuck and know the PBWP system well. Additionally, Dan will be passing on his personal cell phone information in case questions need to be asked which he has knowledge of. It was noted that Dan Wojcik is not leaving the water industry. The Commissioners received an email from Dan Wojcik with contact information at Pennichuck which they discussed.
6. Generator Grant: No one from the state has gotten back to him with regard to the Grant. Further, Commissioner Nathan Young reported that he again had conversations about the generator with Mark from PowerUp, and he is still trying to obtain the information requested by his superior. However, it is leaning towards the

Precinct purchasing a new unit because the two price points do not make since and it will be more cost efficient to purchase a new unit. The retrofit for the fuel tank is going to be three quarters of the cost of purchasing a new unit and complicates an install. A brief discussion took place with regards to the generator and the reimbursement program which would cover half of the cost of a new generator, up to \$75,000. Additionally, Commissioner Frank Dineen noted that some pad work would need to be done prior to installation of a new unit. Commissioner Bill Murphy noted that he agrees with Commissioner Frank Dineen and the only way around it would be to regrade the yard and get it so whatever water came off of the street goes down a ditch on the edge so it does not collect in the generator building. Commissioner Nathan Young expressed at the time which a new unit would be installed is the time to redo everything, which includes pulling wires and relocating them and the generator pad. The pricing still needs to be obtained for each option, replacement, or repair, of the generator. Commissioner Frank Dineen noted raising the pad would solve the water issue. But it would also require the wires being relocated. A brief discussion took place regarding wiring.

7. Question from State (Well 4, PFAS): Delete from the Agenda.
8. Cybersecurity Grant: Commissioner Nathan Young reported that he has not had a chance to speak with Chuck about the Grant.
9. Pennichuck Meeting Follow Up: Commissioner Nathan Young questioned if there was anything more regarding the line item which was going to be looked into. This will be revisited at the next PBWP regular meeting. It was additionally noted it was in regard to line-item C under #3 in the email from Pennichuck.
10. Dave Caron Escrow: Needs to be worked on. Cheryl Mitchell noted that she would like to send a year end statement on all three escrow accounts, Caron, Woody Hollow and Berkley (Riveredge Properties LLC). Commissioner Bill Murphy reported at this point Berkley is within about three lengths of pipes from the water main.
11. Office Internet: Commissioner Nathan Young noted Comcast reported to him that the PBWP has been out of contract with them for fifteen years and therefore there are no restrictions on what can be done with them. TDS internet is available at the PBWP office for \$15 shipping of equipment, free install, \$39 a month for the first two years. After which TDS must be contacted to receive the next promotion. It is believed that the price will then be around \$100 which is in line with what Comcast is currently at \$91.90. In the first two years using TDS the Precinct would save \$1500. Commissioner Nathan Young reported that he is in favor of changing the internet service to TDS as the Precinct now utilizes TDS for all of the outstations, so the billing would be more centralized. Consolidated needs to be retained. **Commissioner Nathan Young made a motion to switch the internet at the PBWP office from Comcast over to TDS. Seconded by Commissioner Bill Murphy. Passed Unanimously.** Commissioner Nathan Young reported he has the cancelation email for comcast sent to him and when it is filled out and returned to Comcast it is a thirty-day notice for them so the

Precinct will be billed one more time. Commissioner Nathan Young suggested that the Precinct wait until TDS is officially installed prior to canceling Comcast just in case something does not work out with the TDS installation.

12. Cheryl Mitchell Items: Cheryl Mitchell reported that she ordered checks as she was almost out and in order to do so the money was taken out of the PBWP account, which is \$85. The new checks should be received in approximately 10 days. Further, Cheryl Mitchell reported she has spoken with the auditors and they will probably start the third week of January on the books. Additionally, she will produce the year end budget versus the actual expenditures and as soon as it is completed, she will email it to the Commissioners for their review. Commissioner Bill Murphy noted the last statement line item #4, special projects, had no expenditures. Cheryl Mitchell reported it was not unusual as special projects has not been utilized for the last few years. Commissioner Bill Murphy requested that the Gelinis bill of \$4500 for what was done to the Well field be taken out of the special project line item. Cheryl Mitchell will move that expenditure to special projects. Also, new line items for the receipt of the Grant money and the Wright-Pierce billing have been added. A brief discussion took place regarding rounding the Commissioners salary. The Commissioners milage payment is not included in the Commissioners salary. The Commissioners will review their salary.

#### **Old Business/Ongoing Projects:**

1. Leak Detection/Grant:
2. Leak Detection started August 15<sup>th</sup> (60 days):
3. Lead Service Grant:
4. NH DES Cross Connection Permits Per ENV-DW 505.06 and 505.02a: Tabled.
5. 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 6:09 p.m. by Commissioner Nathan Young, Chair.***

**Next Meeting:**

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, January 11, 2023, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on December 31, 2022

Minutes approved by \_\_\_\_\_ s/ \_\_\_\_\_ on January 11, 2023

\_\_\_\_\_ s/ \_\_\_\_\_ on January 11, 2023

\_\_\_\_\_ s/ \_\_\_\_\_ on January 11, 2023