

## 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  
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 January 11, 2023, at 5:30 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 and Sealed Nonpublic Meeting Minutes of December 28, 2022. Seconded by Commissioner Nathan Young. Passed Unanimously.***

### **New Business:**

1. Ice Rink: Commissioner Bill Murphy reported the ice skating rink has been filled and 15,633 gallons of water was utilized. A hydrant was set up with a meter and a backflow in order to do the filling. It is unknown who will be taking care of the ice rink. A brief discussion took place regarding the rink.
2. MVSD Payment \$433.55: Commissioner Bill Murphy will investigate the payment amount. He believes they were billed by the Precinct but there is a chance that they were not. Pennichuck does not have any record of receiving payment. Commissioner Bill Murphy will contact MVSD.
3. Crete: A discussion took place regarding Solar panels installed by Crete's.
4. Berkley Pressure Test and Chlorination: Commissioner Bill Murphy reported that a pressure test was performed and came out to 150 pounds. A brief discussion took

place regarding the chlorinated setup. Cheryl Mitchell will deduct funds from Berkley's escrow account for the Commissioners viewing time. The bacteria results should be in within a couple of days.

5. Budget and Raises: A discussion took place regarding potential budget numbers and raises for the upcoming budget meeting. The Commissioners reviewed some proposed figures. **Commissioners Bill Murphy made a motion to sign Cheryl Mitchells contract for 2023. Seconded by Commissioner Nathan Young. Passed Unanimously.** The Commissioners signed Cheryl Mitchells contract.

It was noted that at this time it appears the Precinct will end up approximately \$70,000 in the green on the budget report. It was also noted that the interest rates on the Precincts accounts are starting to increase. Cheryl Mitchell will need the bill for Barry Miller cleaning the Wells. The Precinct has not yet received a bill and Cheryl Mitchell will need to include the billed amount in the 2022 payables. Commissioner Nathan Young will look back and see if he can figure out how much the bill will be for and will reach out to Barry Miller. It was noted that they changed them over, cleaned them, performed flow testing, and did the calibration of flow meter. Cheryl Mitchell requested that Commissioner Nathan Young sign the audit paperwork in order for the Precinct audit to take place and he did so. Additionally, a brief discussion took place regarding water rates.

6. Abatement for 78 N. Main Street: Commissioner Bill Murphy reported that it was the account previously discussed and it would be abating one turn on fee for \$110. The abatement will be done at Pennichuck. **Commissioner Nathan Young made a motion to abate the turn on fee of \$110. Seconded by Commissioner Bill Murphy. Passed Unanimously.**
7. Low Income Household Water Assistance Program (LIHWAP) Mailing: Commissioner Bill Murphy noted that the Commissioners talked about this program before. He suggests that a mailing be done to some of the delinquent accounts. The recipient has to be on Fuel Assistance but there is no limit on how much a recipient could get with the LIHWAP program. A brief discussion took place regarding placing something on the envelope which signifies that the contents is not a bill. It should be individual mailings from the Precinct to the customers in question, approximately fifty. Lauren Hargrave will do a few sheets of labels for the envelopes which says, "Open Immediately Financial Assistance Available" "This is not a bill". A brief discussion also took place regarding the program and how it functions.
8. 25 Jackson Street Leak Credit: Commissioner Bill Murphy reported he spoke with the customer who told him that the property had a large leak at the beginning of

the year and it produced a large bill. The customer then reported that he/she needed to talk to Pennichuck regarding a leak credit. Commissioner Bill Murphy told the customer he would check into it. Commissioner Bill Murphy produced a document he produced which shows the customers billing pattern. The pattern shows that during the same time each year, the winter, the customer's bill is substantially higher. The customer had reported he/she is in Florida during the winter months. The last bill was recognized as a leak. A brief discussion took place regarding the billing figures which yielded confusion with the Commissioners. The customer is leaving for Florida next week The customer will be asked specific questions: When was the leak, how was the leak repaired, what records are available regarding the leak, what the customer feels his/her usage should have been at that time, if anyone was staying at the property during the high usage time, etc. A brief discussion was held regarding the Leak Credit Policy. Commissioner Bill Murphy will contact the customer prior to him/her leaving and discuss the matter further.

9. 28 Sweatt Street Service Transfer: Commissioner Bill Murphy noted this should be managed by Pennichuck. Commissioner Nathan Young will call Pennichuck and make sure the transfer was completed. Commissioner Nathan Young also noted that the Commissioners received an email from the customer with a new service request form. However, the email stated that the customer only wanted to switch the name on the bill. A further discussion took place regarding final reads and the sale of properties. Commissioner Nathan Young will call or email to make sure the transfer was completed and how the account number remains with the property but changes by a digit each time a new customer purchase the property. It was also noted that Pennichuck is not closing out the old customers account when a new customer takes over. There should not be multiple accounts on one property.
10. Pennichuck Meeting Follow Up: Commissioner Nathan Young noted that the Commissioners were looking at "Credit Balance and Inactive Accounts" on the follow-up document previously reviewed. Item "c" "any credit balance less than two years old and less than \$33.00 will be charged off the water account. An example was given by Commissioner Nathan Young. It was further noted that "c" is only for final reads or inactive accounts. An additional example was given by Commissioner Nathan Young. A further discussion took place regarding properties that sell within the Town, which Commissioner Bill Murphy tries to stay apprised of. Cheryl Mitchell questioned if the States Unclaimed Properties limitation. Lauren Hargrave reported the States Unclaimed Property does not have to be address for anything under \$50 according to their website. **Commissioner Nathan Young made a motion to pass item "c" "any credit balance less than two years old**

***and less than \$33.00 will be charged off the water account.” on the follow-up document from Pennichuck previously reviewed. Seconded by Commissioner Bill Murphy. Passed Unanimously.*** Commissioner Nathan Young will contact Tara King and let her know item “c” was also approved.

11. TDS: Commissioner Nathan Young reported he contacted Comcast regarding the internet and they were not able to give us the same deal as TDS. Commissioner Nathan Young then contacted TDS supervisor who explained that the billing was separated from the Highway Department but the Precinct account had not. Therefor the two accounts were separated and therefor the Precinct accounts account is now eligible for the new service bundle. The bundle took \$10 off the phone bill each month, so it is now \$19 a month. There will be multiple additions on the phone for free but no services we have will change. The cost will be internet for \$39.99 per month and the phone will be \$19.99 a month. Commissioner Nathan Young has not initiated the cancelation from Comcast because TDS still needs to have a construction crew come to the Precinct and bring the fiber drop to the Precinct building. A brief discussion took place regarding the ownership of the Precinct building. Additionally Commissioner Nathan Young received a phone contact number with a prompt for the supervisor at TDS, Bill Hyde. Commissioner Nathan Young will email the information to the other Commissioners and the Clerk. Lauren Hargrave reported the call forwarding has been activated again and the Precinct has received the TDS pin.
12. Generator Grant: Commissioner Nathan Young reported he has not received any updates, neither the State or Powerup.
13. Cybersecurity Grant and Flow Meter: Commissioner Nathan Young reported he spoke with Chuck and he needs to figure out if it is only cybersecurity, as the setup for the Precinct does not have any cybersecurity risks. Commissioner Nathan Young wants to look into it further to see if any type of physical security of a location where controls happen. If they consider physical security the Precinct may be able to have a security camera and an alarm. Commissioner Frank Dineen questioned if the corrosion building is monitored for temperature. Commissioner Nathan Young reported if it is not, it would be inexpensive to do by utilizing a normal wall thermostat and wiring it into the PLC which can trigger an alarm. Commissioner Nathan Young will talk to Chuck regarding a temperature alarm. All the Commissioners where in agreement that having the temperature monitored is a good idea and should be implemented if it is not already. Commissioner Nathan Young reported there was an email recently regarding the flow meter test which was done at the corrosion building and the large deviations of under reporting of the meter. There were questions on the actual programing and if there is an issue with how the PLC is recording the flow meter number. Commissioner Nathan

Young is forwarding the email on to Chuck so it can be looked at to see if the problem was rectified. Commissioner Nathan Young and Chuck will have a discussion once Chuck reads the email. A brief discussion took place regarding the floating point and the totalizer.

14. Escrow Accounts: Commissioner Nathan Young printed out the current escrow account balances emailed by Cheryl Mitchell. Woody Hollow is good. River Edge Properties is good. Dave Caron's reported to Commissioner Nathan Young that he is fine with leaving the escrow as it stands and deducting things as they go. Commissioner Nathan Young will reach out to Dave Caron and confirm their previous conversation. All three are good to mail out.

15. Annual Precinct Meeting March 13<sup>th</sup> Precinct Office 6:00 p.m.: Confirmation.

**Other Business:**

1. Discussion took place regarding Precinct bookkeeping and the need for Cheryl Mitchell to write up procedures in case she can no longer serve as the Precincts accountant.
2. Commissioner Nathan Young will contact Pennichuck on the most recent leak detection data.
3. Commissioner Nathan Young will write up the Commissioners Report.

**Old Business:**

1. Leak Detection/Grant: Tabled.
2. Leak Detection started August 15<sup>th</sup> (60 days): Tabled.
3. Lead Service Grant: Tabled.
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:**

