

## 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 February 22, 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 minute of February 8, 2023. Seconded by Commissioner Nathan Young. Passed Unanimously.***

### **New Business:**

1. Briar Hydro: Commissioner Nathan Young reported Briar Hydro asked for an excel sheet showing the exact kilowatt hours the PBWP uses at the different stations. Commissioner Nathan Young further reported he put the requested information together from the bills received and sent it to Briar Hydro. The information was accepted and approved. No further action needed.
2. SAM Reg: Commissioner Nathan Young reported as of today SAM has activated the PBWP new account. He further reported SAM may come back and deactivate again due to the fact that in the select your name field it searched and there has an option which was close but not exact. A further search was conducted and there were no other options. Therefore, the only option given was selected and the PBWP received a notice from CAGE stating there was no match and to contact them within three days. They were not contacted and the day after the PBWP received an approval stating the CAGE number matched and changed the name

on the SAM website stating PBWP is good until February 16, 2024. Therefore, instead of the Penacook and Boscawen Water Precinct it has officially changed to Penacook Boscawen Water Prec, everything else remains the same. Commissioner Nathan Young will keep an eye out for any other emails received.

3. Asset Management Grant/ Mollie Kaylor/ Wright-Pierce: Commissioner Nathan Young reported the Asset Management Grant was granted for \$100,000. He is filling out sections of the grant which need to be completed in order to receive final approval. It was noted Commissioner Nathan Young can sign everything with the exception of one page which needs to be signed by Commissioner Bill Murphy and notarized. Commissioner Bill Murphy signed the necessary paper which was notarized by Cheryl Mitchell. The PBWP was approved for the grant as long as the noted paperwork is completed and received by the State. The funds will then be released. Commissioner Nathan Young further noted the grant was identical to what was completed last year and he will just need to initial and sign it. Another section is more involved and Chris Berg at Write-Pierce will review and complete the section in question. After full completion Commissioner Nathan Young will send in the paperwork to the State when he receives the information from Chris Berg which will hopefully be received by the end of next week. This will put the Precinct ahead of the State deadline by a month/month and a half. Mollie Kaylor, whose name was received by the Town as the individual who helped the Town with their grant application, was contacted by Commissioner Nathan Young. He received a response from her which was that there was recently a webinar produced which she encouraged the Precinct to review to see it is of help. She gave Commissioner Nathan Young the information to access the webinar. Mollie also expressed that they are a nonprofit organization that receives payment through grant money if someone applies through them. Additionally, Commissioner Nathan Young noted the Asset Management grant will be used for several aspects of Well #4. However, it cannot be used for all of the aspects, such as, the physical drilling most likely will not be covered by the grant. It was noted the Asset Management Grant will cover anything which helps the Precincts regarding assets and having a backup generator is a large portion of the Precincts assets. So in order to have that asset, Wright-Pierce can help the Precinct through the Generator Grant application and Wright-Pierce's cost in helping the Precinct by producing the paperwork can be put towards the Asset Management Grant. Therefore, Chris Berge will be assisting the Precinct in with the grant application. A brief discussion took place regarding the grant application process. Commissioner Nathan Young also noted the Asset Management Grant will also allow the Precinct to have a system wide Geographic Information System (GIS) mapping done. The entire system will be completed so the Precinct has accurate GPS coordinates for the entire system. Commissioner Bill Murphy noted the Precinct received a previous quote which he believed to be

somewhere around \$22,000 to \$24,000. There will also be some work needing to be done by the Commissioners. Commissioner Nathan Young will look for the previous quote and also reported that Write-Pierce also can coordinated which can be put under the Asset Management Grant. Once the GIS is in place it can be updated as needed. A discussion was held regarding the GIS mapping and the Precincts system.

4. Meters/Testing: Commissioner Bill Murphy reported Pennichuck would like to set up a meeting and schedule to do meter testing. Testing small water meters is simple and can be accomplished at the Precinct. Commissioner Bill Murphy is unsure who could perform the testing of the larger meters. He further noted the Precinct currently has a bunch of small meters which can be tested that have been returned for various reasons and there are enough reliable meters if some need to be swapped out temporarily at some locations. Understand testing of 3" or 4" meters which can make a big difference but testing every  $\frac{3}{4}$ " meter attached to everyone's house seems to be more trouble and not cost effective. Commissioner Bill Murphy noted the small meters are only suppose to be tested every ten years and there are a lot of newer meters which are not due to be tested. The battery life for the current meters is supposed to be twenty years and Commissioner Bill Murphy has only ever found one with a dead battery which was caused by a defect and the oldest meter he could locate is from 2011. A discussion was held regarding current meters on hand, current meter testing, and ordering of meters. It appears Pennichuck does not have information regarding the manufacturing date and Tara King asked if the date can be obtained by the serial number. Commissioner Bill Murphy reported finding the year can probably be accomplished within a few year if there is another meter to compare it to. Commissioner Frank Dineen questioned if the new GIS system might be able to track the dates of taps. Commissioner Nathan Young reported he believes the system can be as in depth as is desired. It does do elevations which will be very advantageous. A brief discussion took place regarding updating the systems previous recorded, as well as, new information. It was noted prior to Pennichuck, updates and new information was listed, tagged, etc. and recorded in individual customer service folders. Pennichuck may have some of the prior information and they do have all the meter numbers and addresses. Commissioner Nathan Young will speak with Wright-Pierce regarding options such as paying for a report compared to paying for software and having access to it so the Precinct can update information itself. Additionally, Commissioner Nathan Young reported Wright-Pierce will also be putting together a portal/official account which the Precinct will have access to and the Precinct will be able to electronically review any and all the reports produced by them.

5. State Reports Water Balance Report and Samples: Commissioner Nathan Young reported Don Ware from Pennichuck would like to send in the State Water Reports for the Precinct to the State and is looking for any feedback from the Commissioners. Commissioner Nathan Young reported the only feedback he has is how it is currently written. The report currently says the Precinct is getting a quote to replace the DP cell on the venturi. At this time it the replacement has been done. Commissioner Nathan Young will suggest Dan include paperwork which states the DP cell on the venturi has been completed. It was further noted that the main flow meter for the system was off by 4% and it needed to be repaired and Commissioner Nathan Young would like Don Ware to make note that the main flow meter has been repaired. Additionally, Commissioner Nathan Young received an email which states the Precinct has water samples due soon which he forwarded to Don Ware. Commissioner Nathan Young also reported to the other Commissioners he has received a confirmation email from DES stating they have received the samples.
6. Annual Report: Commissioner Nathan reported he currently has the cover page, signed annual report letter, warrant articles, budget numbers, currant rate sheet, and financial statement from the auditor for the Annual Report. Additionally, he has requested the latest water quality report from Tara King. If for some reason he is unable to get a more current water quality report he will include last years as it may be the most up to date one at this time. Once all of the documents mentioned are put together Commissioner Nathan Young will have copies made for the Annual Meeting. The Annual Report needs to be available by March 6<sup>th</sup>. Commissioner Bill Murphy noted Jeff Christiansen will attend the Annual Meeting if the Commissioners feel it is necessary. If he does not attend, and if the public asks question/s which should be discussed with the Precincts legal counsel, they can be told the issue will have to be discussed with counsel and the Commissioners will get back to them. The Commissioners agreed there is no need, at this time, to have Jeff Christiansen present at this year's Annual Meeting as the warrant articles are not complicated or questionable. A brief discussion took place regarding DRA reviewing the proposed Precinct budget, warrant articles, posting, etc. for clarification.
7. 27 Goodhue Overpayment: Cheryl Mitchell reported the check for overpayment was signed tonight be the Commissioners. Commissioner Bill Murphy noted it was a HUD foreclosure which ended up with the finance company who then sold it to Three Wishes who then resold the property. During all the property transactions the original owners water bill was never paid. Three Wishes is believed to have overpaid their part of the water bill, however, during closing the past due balance from the original owner was never paid during the foreclosure. A discussion was

held regarding the outstanding balance and who is responsible for prior water bills on properties. **Commissioner Nathan Young made a motion to void the reimbursement check, and if there is any further question from Three Wishes, they will be informed the amount owed to the Precinct was greater than the overpayment amount and no refund will be issued. Seconded by Commissioner Bill Murphy. Passed Unanimously.** Commissioner Frank Dineen questioned how this situation can be avoided in the future. It was noted that a final read was requested prior to a closing and paid at the time of that closing. However, in the case where the water bill is not paid at the closing the bill remains with the property and becomes the responsibility of the new property owner. A brief discussion took place regarding liening properties for unpaid water. Commissioner Nathan Young reported this issue has been revisited a number of times by the Commissioners, and staying up to date on non-payments is a large part in resolving the situation. Commissioner Bill Murphy keeps up with properties being sold in order to keep the Precinct aware of potential closing and if there is a water bill currently owed on the property. A brief discussion took place regarding a final read and how final reads and billing are being handled by closing companies. This all should be addressed further with Pennichuck.

8. State Nursery: Commissioner Nathan Young reported he received a call back from the State Nursery and they have two 500 gallon diesel storage tanks. They do not have any large pesticide tanks, however, they do have a "locker" for pesticides. They are all located by the office and there is no containment. They are visually looked at five days a week. Commissioner Nathan Young also reported he is being sent an email which will be a writeup of what the State Nursery has. Commissioner Nathan Young will also send them the Commissioners and Pennichuck's contact information in case there is ever a leak they will know who to notify if there is ever an issue. Commissioner Nathan Young will contact them again and ask if he can stop by the nursery and look at the storage and if there could potentially be some way to put some type of containment around the areas or protection. A discussion took place regarding inspection, regulations, and the Well Head Protection Program as they relate to the nursery. Commissioner Nathan Young will follow-up.
9. 5 Baker: Commissioner Frank Dineen reached out to the plumber, Kevin Bowen and reported he is trying to find out where the water enters the structure. Commissioner Frank Dineen gave him his contact information. Commissioner Bill Murphy noted the entrance should not be hard to locate. Commissioner Nathan Young will email the Gage street files to Commissioner Frank Dineen for review. If there is anything to be replaced the Commissioners will require that a meter pit be put in. Commissioner Frank Dineen will send the information to Kevin Bowen

showing the location of the curb and also request a meter pit be installed in order to protect from freeze damage.

10. Dave Caron: did reach out to Dave Caron let him know the Precinct has the meter which can be installed when it is needed and also spoke with him regarding the pit radio adapting. Dave Caron has reached out to EJ Prescott to see if they had a suitable cover and he will reach out to them again regarding the status. Additionally, Dave Caron will need documentation form the Precinct for expansions he intends to make within town. Commissioner Nathan Young requested he send him an email with what documentation is needed and the Commissioners will produce it for him. It was noted Tremont/Norac Drive should be all set.
11. 56 Tremont: Commissioner Bill Murphy reported Pennichuck is suppose to fix the meter on Friday. Additionally, Commissioner Bill reported he received an email from Pennichuck which stated the customer was asking about an extra meter. Commissioner Bill Murphy contacted the customer and explained to the other Commissioners that there is a building in the back property and he would like to connect to water running to it from the street. The two buildings will be connected and Commissioner Bill Murphy recommended the customer run water directly form the home to the building out back instead of running a new line from the street. The customer will be following that recommendation and run his own line.
12. 80-3 Corn Hill Road: Commissioner Bill Murphy reported a foundation was poured today. Commissioner Bill Murphy told the customer to send him the information so it can be set up with Pennichuck and also send a check to the Precinct for payment. Apparently, Dan Remillard did was when they did the closing there was \$6,000 put in escrow for this purpose.
13. Ordering TriCon E Head and 4" Well Meter Well #3 Test: ***Commissioner Nathan Young made a motion the Precinct order the TriCon E Head for the 4" Well Meter to get it up and running again and to test the flow from Well #3. Seconded by Commissioner Bill Murphy. Passed Unanimously.***
14. Well Land Owner: Commissioner Nathan Young reported he spoke to the property owner and he/she has received the answers from him which he/she requested. Commissioner Nathan Young also spoke with Greg from Wright-Pierce and let him know that probably shortly after the annual meeting the Commissioners will try to have another meeting with the land owner.
15. TDS: Commissioner Nathan Young reported he contacted them and was told the site evaluation has been done and they are waiting on the construction crew. It was noted that it has been four weeks and Commissioner Nathan Young does not hear anything by next Monday he will call again. As it stands now it is in process.

16. Distribution Entry Point Venturi DP Cell: Commissioner Nathan Young reported it has been replaced, was within tolerance when it was tested, and is back up and running with accurate readings.
17. Spare Booster Pump Repair \$1857.25: Commissioner Nathan Young reported the spare booster pump which was sent out to be evaluated came back needing new bearings to be rebuilt and some other repairs for a total of \$1857.25. Looking at different booster pumps lately a new one is typically around \$3600 to \$4000. Commissioner Nathan Young believes it is a good investment. **Commissioner Nathan Young made a motion to have the repair work done on the spare booster pump. Seconded by Commissioner Bill Murphy. Passed Unanimously.** Commissioner Nathan Young responded and gave the approval for the repair.
18. Generator Grant/Service: Commissioner Nathan Young reported the service was completed and the generator in the corrosion building is back up and functioning. The Generator Grant was previously discussed in item #3.
19. Chuck EII/Corrosion Building: Commissioner Nathan Young reported he reached out to Chuck from EII and had a conversation with the concerns of the Pennichuck crew on things which need to be completed at the corrosion building. Noting the valve control of the tanks is not currently active. Previously on the HMI the local display could control the valve closure and that function is no longer happening. The tank valves currently can be closed manually at the tanks; however, Chuck needs to finish the programming. Additionally, Chuck knows the temperature warnings need to be added at the booster and corrosion buildings as requested by the Commissioners. When Chuck is there Commissioner Nathan Young will have a discussion with him regarding the programming conversation which took place with the totalization on the venturi. It was part of the DP Cell email where they were saying that the totalizer was not adding up correctly and the actual logic of it along with something which was supposedly changed. The Precinct is facilitating this so there will not be an upcharge and Commissioner Nathan Young will give the other Commissioners an update when he knows more.
20. Primex: Commissioner Bill Murphy reported Primex has been completed. Noting they required an updated password.
21. Precinct Front Door: Commissioner Bill Murphy questioned if the front door should be fixed so it no longer rubs. The top header has settled which is why it rubs and the actual top is recessed down. Commissioner Bill Murphy and Commissioner Frank Dineen will take care of the repair.

**Old Business:**

1. Leak Detection/Grant: Tabled
2. Led Service Grant: Tabled
3. NH DES Cross Connection Permits Per ENV-DW 505.06 ABD 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 6:54 p.m. by Commissioner Nathan Young, Chair.***

**Next Meeting:**

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, March 8, 2023, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on February 25, 2023

Minutes approved by: \_\_\_\_\_ /s/ \_\_\_\_\_ on March 8,2023  
\_\_\_\_\_ /s/ \_\_\_\_\_ on March 8,2023  
\_\_\_\_\_ /s/ \_\_\_\_\_ on March 8,2023