

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 March 8, 2023, at 5:35 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 February 22, 2023. Seconded by Commissioner Nathan Young. Passed Unanimously.

New Business:

1. SAM: Commissioner Nathan Young reported he received an email today from SAM stating he was the contact person for the Precinct. He signed onto the SAM website and the Precinct was there however everything was zeroed out. He further noted that at the top of home page it explained there is a problem occurring with their system at this time, and also stated an email was probably received from them and that they are working to rectify the issues. Therefore, Commissioner Nathan Young will check periodically over the next few weeks to make sure the issue has been resolved and all the Precincts information is contained within the SAM system.
2. Asset Management Grant/Generator Grant Wright Pierce: Commissioner Nathan Young reported he spoke with Chris Berg earlier this week, who has been on vacation, and he knows he needs to work on the grants. Commissioner Nathan Young noted his goal was to complete it within the next two weeks. Although the deadline for the Asset Management Grant is at the end of April, around the 21st, to

submit and be in compliance. Commissioner Nathan Young would like to have it completed and filed by April 1st. Commissioner Bill Murphy reported he saw an email from GIS and is unsure if it was an advertisement or what it was. Commissioner Nathan Young will look into it.

3. Annual Report/Consumer Confidence Report: Commissioner Nathan Young reported the Precinct received the 2023 report which he printed double sided and they will be placed on the table during the Annual Meeting to be passed out to individuals when they pick up the Annual Report. Cheryl Mitchell will make sure it is placed on the Precincts website.
4. Annual Meeting: Commissioner Nathan Young formally invited Don Ware, Tara King, and Victoria "Tori" Jubett from Pennichuck to the Annual Meeting and they all accepted and will be attending. The Commissioners briefly discussed the roles of these Pennichuck employees.
5. 2 Deer Run Overpayment Check Request: Commissioner Bill Murphy reported the property was sold and the closing was delayed for an unknown reason. Therefore, there was a different amount due at closing resulting in an overpayment to the Precinct for approximately \$100.00. **Commissioner Bill Murphy made a motion to send an overpayment check, in the exact amount, to the customer. Commissioner Frank Dineen seconded. Passed Unanimously.**
6. NH Unclaimed Property Application: Commissioner Bill Murphy reported last August the Precinct received a letter from a company stating the Precinct was owed money. At that time the Commissioners agreed to wait until the money was sent to the NH Unclaimed Property Division. Commissioner Bill Murphy further reported he looked at the NH Unclaimed Property website the other day and the money was received by them. Therefore, he filled out the application for the Precinct to be sent the money in question. A brief discussion was held regarding the funds.
7. Letter from Tara King for the Meter Repair Program: Commissioner Bill Murphy reported there was a string of emails from Tara King of Pennichuck related to the notices, along with the various letters which Pennichuck sends out at various times requesting the customer to contact them regarding their meter. In reviewing the emails from Tara there are a lot of meters which do not read and it is a matter of getting in touch with the customer and setting up an appointment to go to the property and change out the meter or perform any maintenance or repair on the meter which is required. A brief discussion was held regarding the need for the Meter Repair Program. Commissioner Bill Murphy noted 56 Tremont Street which had a no read was visited by Pennichuck last Friday and hopefully the meter issue has been addressed. **Commissioner Nathan Young made a motion to accept the letters which have been drafted by Tara King of Pennichuck for distribution for appointment scheduling and meter repair. Seconded by Commissioner Frank Dineen. Passed unanimously.** Commissioner Bill Murphy

will get in touch with Tara King and let her know the meter repair program letters are approved by Commissioners for dissemination.

8. 16 Sweatt Street: Commissioner Bill Murphy reported he spoke with the customer regarding the vacant lot purchase and there was an issue with this which goes back to 1955. Apparently, the Precinct owned the house which is next to the old Benoit house. The property was part of a property subdivision and the question is does the Precinct own the property or was it sold. After some research Commissioner Bill Murphy can now report the property in question was sold in 1973. It was noted the individual who purchased 16 Sweatt Street is also the individual who purchased one of Dan Remillard's lots. Everything is paid up to date, so no further action is needed.
9. 8 Shoreline Drive: Commissioner Bill Murphy reported an email was received regarding flushing and the water quality in two of the residences at Shoreline Condos. It was noted the entire water system is owned by the Condo Cooperative. The email was received by Pennichuck explaining the issues and reporting the dealt with the issue in question along with their explanation on what is occurring. It appears to be surface scum and a flushing seemed to help. Commissioner Bill Murphy responded to Tara King and questioned if more flushing was needed in the area, but he has not yet had a response from her. Commissioner Nathan Young will follow up with Tara regarding flushing and water quality in the complex. It was flushed and the water quality was reported as safe. Commissioner Nathan Young also noted Tara had reported the property manager was to be arranged to have a representative from property management company present for flushing to avoid further miscommunication and when the Pennichuck technician arrived there was no representative on site. Tara additionally reported she contacted the property manager at that time and was advised to proceed with the flushing without the representative present. This was followed by an email to the property manager by Tara advising Pennichuck could flush the service line for individual buildings in the future with proper access and resident notification. Commissioner Bill Murphy noted the water system at the location is entirely new. A discussion was held regarding this issue, the property location, where the Precincts water lines are located, and the Precincts relations to Concord's water system.
10. Water Street Property for Sale with Large Water Bill: Commissioner Bill Murphy reported he is keeping an eye on the property and supposedly is under contract. Further, Commissioner Bill Murphy reported he did email the real estate agency and informed them of the large water bill currently due on the property. A brief discussion was held regarding how the property water bill reached such a high amount without a shutoff being performed and the spring time shutoff program to be implemented.
11. Ongoing Problems with Properties that have Multiple Names on Accounts: Commissioner Bill Murphy reported in the process of performing the mailing for the Water Assistance Program some were returned to the Precinct. Therefore,

Commissioner Bill Murphy started to look into who owns the properties in question. There are a few which have multiple names on the same account. It is unknown why accounts are being handled this way by Pennichuck as in the past the water bill went with the property not the customer. A discussion was held regarding having only one name on the account and not multiples. Additionally, a discussion was held regarding implementing a policy when there is a name change on the account is zeroed out prior to a new name being placed on the account. It should be on the Agenda for the next meeting with Pennichuck. Commissioner Frank Dineen questioned if there has been any response received with regards to the Water Assistance Program. No responses to the program letters have been reported by Pennichuck as of this date.

12. Things to do for Annual Meeting: Commissioner Bill Murphy reported the floor should be swept and a few tables need to be obtained. Sarah Gerlack and Charlie Niebling are both attending. Annual reports and information are in place. It is believed there are enough colored cards for voters. There should be enough chairs. Commissioner Bill Murphy has obtained a flag. The date of the budget hearing should be noted in case there are questions.
13. NH Public Works Mutual: The Commissioners looked at the information which explained the Precinct is part of a mutual aid program between municipalities in the state and if there is a catastrophic event, they facility points of contact. Further, the information received explained the Precinct was previously, in 2001 and 2002, been contacted by them and there was no response. If there is no response, they will assume the Precinct is no longer a part of the program and will be dropped. On the brochure aspect it then states the goal is to get people in direct contact with each other but it questionable if the Precinct qualifies as the information speaks of machinery, personnel, etc. and the Precinct does not have any of those things. Additionally, there is a \$25 annual fee to belong. Commissioner Nathan Young responded to the email asking for a copy of the current contract with them. It was noted the Precinct was part of the program when it was staffed. When Commissioner Nathan Young receives a response to his email he will call and question the program. A brief discussion was held regarding the program.
14. Email from Janet Leavy: Commissioner Nathan Young reported there was no attachment provided. Commissioner Nathan Young will email her back and request the attachment.
15. Capital Improvement Plan (CIP): Commissioner Nathan Young reported he forwarded the current CIP to the other Commissioners for review and explained the CIP helps plan for major events in the future. The Commissioners should have a workshop, with Cheryl Mitchells attendance, and try to work on updating the CIP further. A brief discussion was held regarding simplification and narrative being put into place within the updated CIP.

16. TDS: Commissioner Bill Murphy reported there is an appointment scheduled for this Friday with TDS. Commission Nathan Young will hold off on canceling Comcast until the Precinct has fully active service from TDS.
17. Corrosion Building: Commissioner Nathan Young reported he is still in communication with Chuck, who has not had a chance to get to the corrosion building yet, and will continue to update the Commissioners with any further information he obtains.
18. Precinct Front Door: The Precinct front door has been worked on and is now functioning properly.
19. Other: Commissioner Nathan Young noted he has still not received pricing for the Analyzer and will speak with his contact who can potentially help. Commission Nathan Young reported he placed another call into state nursery requesting the information discussed at the last Precinct meeting. Commissioner Bill Murphy noted he reviewed information from DES and small tanks are exempt. Commissioner Bill Murphy reported when there was plowing done by the corrosion building the top of the curb stop was knocked off so at some point Gelinis will need to be contacted for the repair to be done.
20. Cheryl Mitchell Items: Cheryl Mitchell presented the Commissioners with the current accounting information. A discussion was held regarding the accounting information presented. Cheryl Mitchell noted CharmLab appears to be charging more recently. The Commissioners agreed the contract should be discussed further and reevaluated later in the year along with other contracts.

Old Business:

1. Leak Detection/Grant: Tabled
2. Leak Detection Started August 15th (60 days): Completed
3. Led Service Grant: Tabled
4. NH DES Cross Connection Permits Per ENV-DW 505.06 ABD 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 6:28 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 29, 2023, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on March 12, 2023

Minutes approved by: _____ /s/ _____ on March 29, 2023
_____ /s/ _____ on March 29, 2023
_____ /s/ _____ on March 29, 2023