

**Penacook Boscawen Water Precinct
Minutes of the 2023 Annual Meeting**

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

The Annual Meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on March 13, 2023, at 6:01 p.m. by Moderator Charlie Niebling.

Moderator Charlie Niebling requested the Commissioners lead the attendees in the pledge of allegiance and recognized those who served in the United States Armed Services.

Introduction:

Moderator Charlie Niebling recognized Commissioner Nathan Young, Chair, to introduce everyone at the head table as follows from left to right: Commissioner Bill Murphy Commissioner Nathan Young, Commissioner Frank Dineen, Administrative Consultant Cheryl Mitchell, and Clerk Lauren Hargrave.

Moderator Charlie Niebling dispensed with paraphrase and brief summary of the meeting, noting everyone present has attended a Town meeting or a Precinct meeting and is therefore familiar with how he runs the meeting .

Moderator Charlie Niebling expressed that everyone who was eligible and wished to vote has been issued a blue card, which would to be utilized in case a voice vote is not clear to the Moderator.

Moderator Charlie Niebling explained that he will read the Articles.

Articles #1 To elect all necessary Precinct Officers for the ensuing year.:

Moderator for 1-year term: Moderator Charlie Niebling requested that Chairman Nathan Young make a nomination relative to the position of Moderator. Lorrie Carey nominated Charlie Niebling as Moderator. Seconded by Commissioner Bill Murphy. Called for any further nominations from the floor. Having no discussion or further nominations from the floor, Charlie Niebling was elected Moderator for a term of 1 year. Voice Vote Unanimous. Article #1 Adopted with Charlie Niebling being appointed as Moderator.

Commissioner for 3-year term: Commissioner Bill Murphy nominated Nathan Young as Commissioner. Seconded by Lorrie Carey. Having no discussion or further nominations from the floor, Nathan Young was elected Commissioner for a term of 3 years. Voice Vote Unanimous. Adopted with Nathan Young being appointed as Commissioner.

Commissioner for 1-year term: Commissioner Nathan Young nominated Frank Dineen as Commissioner. Seconded by Commissioner Bill Murphy. Having no discussion or further nominations from the floor, Frank Dineen was elected Commissioner for a term of 1 year. Voice Vote Unanimous. Adopted with Frank Dineen being appointed as Commissioner.

Commissioner Nathan Young nominated Elaine Clow Treasurer. Seconded by Cheryl Mitchell. Having no discussion or further nominations from the floor, Elaine Clow was elected Treasure for a term of 1 year. Voice Vote Unanimous. Adopted with Elaine Clow being appointed as Treasurer.

Commissioner Nathan Young nominated Lauren Hargrave as Clerk. Seconded by Commissioner Bill Murphy. Having no discussion or further nominations from the floor, Lauren Hargrave was elected Clerk for a term of 1 year. Voice Vote Unanimous. Adopted with Lauren Hargrave being appointed as Clerk.

Article #2 To see if the Precinct will vote to raise and appropriate \$ 888,826.00 for general Precinct operations as listed in the budget for 2023.: Commissioner Bill Murphy made a motion to approve. Seconded by Lauren Hargrave. Lorrie Carey questioned if there was going to be a presentation on the budget. Commissioner Bill Murphy noted the Precinct did have a budget hearing and presented the budget at that time. If there are questions regarding the budget the Commissioners will be happy to answer. However, going through the entire budget is redundant. Lorrie Carey questioned if the Commissioners made any changes to the proposed budget presented at the budget hearing. There were no changes made to the proposed budget. Moderator Charlie Niebling advised the budget is within the Precincts annual report approximately 4 pages in. Commissioner Bill Murphy noted as a matter of information the budget is up .8% from last year's budget which is approximately a \$7,000 increase. Lorrie Carey questioned how the proposed budget increase compares from the past few years. Commissioner Nathan Young noted the rate is up 2% which has been holding true from previous years. The Precinct is trying to keep the rate increase under 3% at any given year. Additionally, the base line rate has been kept the same. Lorrie Carey noted she remembered from a few years ago there was a discussion that the water rate was not sufficient for the cost of updating the water system, and questioned if this was still the case or if additional resources have been found. Commissioner Nathan Young explained there has been some additional resources such as finding a better way to investment which is pulling more dividends then prior. Additionally, the Precinct has been investigating a fourth Well site and this year the drilling portion of test Wells will take place and will give the Commissioners a better idea of what will happen going forward. Commissioner Nathan Young also noted in 2025 current bond for the corrosion building at the current Well site will be paid off. Lorrie Carey questioned if the meters are paid off. Commissioner Nathan Young reported the meters are paid off and the only outstanding bond will be paid off in 2025 as previously mentioned. Lorrie Carey questioned if the savings will be going into the Water Investment Fund (WIF), and how much is currently in the WIF account. Commissioner Nathan Young reported the savings will be going into the WIF account and the Precincts Capital Assets are currently 1.5 million. Lorrie Carey questioned what the goal is for the new Well. Commissioner Nathan Young explained at this point in time it is

not known as the Precinct does not currently have enough information to answer that question. More should be known at the end of the year when the test Wells are done, the water quality tested, and appropriate location is found. The Commissioners are looking at the best locations to keep costs down and the information is needed to make educated decisions going forward. Commissioner Nathan Young additionally noted the Well site will most probably not be completed until 2028-2029 which will allow for three or four years of the paid off bond money to go into the WIF account for use. Commissioner Nathan Young additionally thanked Lorrie Carey for sending the Commissioners the previous Precinct Capital Improvement Plan (CIP) and explained what a CIP is to the audience. It was further noted another goal of Commissioners is to update the CIP with more detail, giving a full report instead of just a spreadsheet. The Commissioners are hoping to have a few workshops to develop the updated CIP. Additionally the CIP will include planning for the Route 3 – Route 4 project regarding what needs to be replaced or updated while the ground and pavement is open. Commissioner Bill Murphy noted the Precinct has signed up for Briar Hydro which means the Precinct will receive payments periodically from them under the Net Metering Program. Commissioner Nathan Young explained under the program the Precinct sells its energy to Briar Hydro and they are allowed to claim them. Allotting the Precincts energy to their Hydro facility which in turn the Precinct receives payment for. Lorrie Carey asked at what percentage. Commissioner Nathan Young explained the Precinct gets a percentage of what Briar Hydro gets. Also noting Briar Hydro's rate can change. Commissioner Nathan Young is unsure of the exact amount at this time. A discussion was held regarding selling of energy. Bill Heinz noted it is 15%. Commissioner Nathan Young noted the Precinct signed up through the year 2040. Bill Heinz expressed the Precinct participated in the Gage Street Project and all the pipes were replaced and questioned if the Precinct was planning to participate and doing something similar. Commissioner Bill Murphy reported the Precinct has not been involved in the planning so it is unknown at this time. Bill Heinz questioned what the \$25,000 filtration grant was. Commissioner Nathan Young reported the grant was used for the corrosion building as it treats the water. It is a yearly State grant going towards the money the Precinct borrowed to do the filtration. Phil Mitchell made a motion to move the question. Seconded by Commissioner Bill Murphy. Voice Vote Unanimous in favor of moving the question. Adoption of Article #2 as presented which has been moved and seconded. Voice Vote Unanimous in favor of adopting Article #2. Article #2 is adopted.

Article #3 To hear any reports of the Precinct Officers and to pass any vote relating thereto.: Commissioner Bill Murphy made a motion on Article #3. Seconded by Commissioner Nathan Young. Commissioner Nathan Young directed attention to page two of the Precinct annual report for the year. The Precinct did receive a \$50,000 grant last year which allowed the Precinct to move forward with exploration of a fourth Well site. The Precinct is looking for a higher quality water which has a strong yield and suitable location in addition to having distance between the current Well sites and Well site #4 in case of a natural disaster. Additionally it was noted Wells 1-3 will not be eliminated once Well #4 is in place but will be used as backup. The Precinct will be working with Pennichuck to have a plan for Wells 1-3 to run periodically to keep them fresh. In summation the \$50,000 grant from last year was used to survey the ground in areas of

interest for Well #4 utilizing electrical resistivity geophysical surveys. Commissioner Nathan Young explained the surveys and noted the results have pinpointed locations to investigate further. Additionally, the Precinct was approved for \$100,000 for this year which will be used towards furthering the Well site #4 project and also to have a GIS mapping of the Precincts water system done. Additionally, Commissioner Nathan Young reported one of the largest challenges for the Precinct has been unaccounted for water loss. Also noting no system is totally tight but the desired amount is at or below 13% and in the last few years the Precinct has been significantly higher. Commissioner Nathan Young noted the precinct does a leak detection survey yearly and a few leaks were located in 2022 but nothing of significance, but it does account for some water loss. Some large main breaks which occurred also account for some of the water loss as well. The Precinct is pressing forward to get closer to the desired percentage of water loss. One factor is the venturi. Commissioner Nathan Young explained the venturi calculates how much water is being pumped out into the water system. This year's test found there was a bad differential cell in the venturi and was over reporting by approximately 4%. This was repaired, tested, and is now within specifications. Another factor is that meters were reading in 10 cubic feet and were being read in 100 cubic feet. Basically rounding up the usage and with 1400 connections it adds up. Working with Pennichuck the Precinct, starting in March, is changing the billing to match the meter. Therefore customers will be billed on the exact amount which their meter is reading and no rounding up or down, and the report which calculates what has left the facility is also not being rounded up or down. It was additionally noted the meter at the corrosion building which was utilized to compare usage was not being read on the same day as the billing cycles. The reading will now take place on the same day. Additionally, Commissioner Nathan Young reported the Precinct also received a grant for leak detection which is done every year and now will be paid for with the grant which is available and will be applied for yearly. The Precinct has been working diligently in joining programs, obtaining grants, and trying to schedule as much as the Commissioners are able to schedule to cut the laboring charges which coincide with the Precincts contract with Pennichuck. Moderator Charlie Niebling asked if there were any questions on Article #3 or questions on the annual report. Having none. Voice Vote Unanimous in favor of accepting Article #3. Article #3 is adopted.

Article #4 To see if the Precinct will vote to confirm the new Addendum Schedule of Rates and Fees effective April 1, 2023, attached to this Warrant.: Commissioner Bill Murphy made a motion to adopt Article #4. Seconded by Commissioner Nathan Young. Commissioner Bill Murphy noted the only change made was to the water rate which was changed by 2%, everything else stayed the same. Commissioner Nathan Young also noted the previous way of billing and the current way of billing will also be placed on customer bills for a while. Moderator Charlie Niebling asked if there were any questions on Article #4. Lorrie Carey questioned if the engineering rate has changed. Commissioner Bill Murphy noted the Precinct has an engineering contract with Wright Pierce and the rate has not changed. Moderator Charlie Niebling asked if there were any further questions on Article #4. Having none. Voice Vote Unanimous in favor of adopting Article #4. Article #4 is adopted.

Article #5: To see if the Precinct will authorize the Commissioners to borrow money in anticipation of Precinct Water User Fees and other revenues for the year and to issue notes therefore at such time within one year and at such place as the Commissioners shall determine.: Commissioner Bill Murphy made a motion to adopt Article #5. Seconded by Cheryl Mitchell. Moderator Charlie Niebling asked if there were any questions or comments on Article #5. An audience member questioned if the Precinct has had to borrow any money. Commissioner Bill Murphy answered no money has had to be borrowed and the Commissioners do not anticipate having to borrow anything. Further, Commissioner Bill Murphy expressed the Precinct has good reserves. Lorrie Carey asked if the Precinct still has a line of credit. Commissioner Bill Murphy answered yes. Commissioner Nathan Young noted the line of credit is still being maintained. Moderator Charlie Niebling asked if there were any further questions on Article #5. Having none. Voice Vote Unanimous in favor of adopting Article #5. Article #5 is adopted.

Articles #6: To transact any other business which may legally come before the meeting.: Moderator Charlie Niebling called for any pertinent related issues, questions, comments, or ideas. Barbara Randall informed the Commissioners that approximately 45 minutes ago an email was sent to them from Kearsten O'Brien regarding Comprehensive Economic Development Strategy (CEDS) from Central NH Regional Planning Commission and it potentially being utilized for the Commercial Street Project. The Commissioners have not had a chance to look it over as of yet. Commissioner Bill Murphy explained that when it comes to Commercial Street the Precinct would need a target, noting there is water down on Commercial Street and water coming from a couple of taps on Tremont Street so water is available but how much water is needed would be the main issue. Commissioner Nathan Young noted the Precinct does not want to run anything down to Commercial Street which is unnecessary. Barbara Randall explained the documents has a list and how points are awarded to projects which are coming up. Lorrie Carey noted if the bond passes at the Town Meeting the engineering study will begin which will free up the Town to obtain grants. She further noted that two senate bills were just passed for a total of nearly 100 million dollars, all for water and sewer. Therefore it will be worthwhile for the Town and the Precinct to partner and also partner on grants as it will be a stronger application. Commissioner Bill Murphy questioned if Underwood has done an estimate or blueprints. Lorrie Carey reported they have estimated it at 6.5 million but no design work has been performed. Commissioner Bill Murphy noted the Gage Street Project was simple as it was all sand but there are areas where there is no sand. Moderator Charlie Niebling asked if there were any further questions under Article #6. Bill Heinz asked for an introduction Pennichuck representatives. Commissioner Nathan Young asked if the Pennichuck members would mind standing and introducing themselves. Tara King Director and Revenue and Customer Operations for Pennichuck Water. Don Ware Chief Operating Officer or Pennichuck Waterworks. Tori Jubett Maintenance and Service Coordinator for Pennichuck Water Service. Commissioner Bill Murphy welcomed the representatives. Sarah Gerlack express there are several people who are receiving a minimum read consistently and she noted there is one specific family who refuses to answer any communication in order for Pennichuck to go on to their property and it is a large family. Commissioner Bill Murphy requested Sarah Gerlack send the Commissioners an email with all the details so they can look into the issue. Commissioner

Nathan Young noted as part of the unaccounted for water is the amount of estimates in the system backed up due to Covid and people who have estimated bills will now be receiving notices advising Pennichuck needs to have access to the property meter and if the request is ignored shutoffs will begin. This will eliminate some estimates which may be an issue and it will also help for the unaccounted for water. There is a Program which will be looking at approximately ten customers at a time until the system has been totally gone through. All estimates and people who have past due bills will began to be shutoff. Tara King explained the program will allow for every customer to receive two request letters and if the customer does not respond to them the third letter for noncompliance is sent, and the forth letter will be a shutoff notice. Therefore, based off the Rules and Regulations allowing Pennichuck int the property in order to get to the equipment the new program will be taking care of that. Additionally, nonpayment disconnects will start again with notices going out in March. Both have been delayed due to Covid. Sarah Gerlack questioned if non-payments have been done since 2019 and have any shutoffs been done. Commissioner Bill Murphy expressed there has been a few shutoffs but not very many and it is now time to do so. Tara King additionally noted Pennichuck has been sending information on the Low Income Household Water Assistance Program (LIHWAP). Commissioner Bill Murphy reported the Precinct sent out sixty Low Income Household Water Assistance Program (LIHWAP) information packages out. A brief discussion took place regarding LIHWAP. A question was asked relative to what the time laps was between notices. Tara King explained typically if they not received any notice in twelve months they will receive a past due notice which gives two weeks to pay or set up a payment plan or seek assistance. After that a disconnect notice will be sent which give fourteen days before water is shutoff. If they have received a notice within the last twelve months the next time it will go straight to disconnect and they will be given fourteen days to pay. The goal is to help people get caught up with payments, not penalize, and not shutoff. Sarah Gerlack questioned what the percentage of the bill has to be paid prior to going onto a payment plan. Tara King explained it depends on the situation and the account it is not looked at in percentages. Moderator Charlie Niebling asked if there were any further questions or comments under Article #6. None.

Meeting Closed:

Having no further discussion, motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Voice Vote Unanimous. The meeting was adjourned at 6:48 p.m. by Moderator Charlie Niebling.

Oath of Office:

In accordance with Article #1 adoption, Moderator Charlie Niebling gave the oath of office to the following: Commissioner Nathan Young, Commissioner Frank Dineen, Treasurer Elaine Clow, and Clerk Lauren Hargrave. The official reciting of the oath was performed. In accordance with Article #1 adoption, Commissioner Nathan Young, Chair gave the oath of office to Moderator Charlie Niebling. The official reciting of the oath was performed.

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 14, 2023

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

_____ /s/ _____ on March 29, 2023

_____ /s/ _____ on March 29, 2023

I certify that this is a true copy of the document produced by me on March 14, 2023

_____ /s/ _____ on March 29, 2023, Clerk of Penacook
Boscawen Water Precinct.