

## 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 May 10, 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 of April 26, 2023. Seconded by Commissioner Frank Dineen. Passed Unanimously.***

### **New Business:**

1. Asset Management Grant Direct Deposit: Commissioner Nathan Young reported the Precinct is currently not set up for direct deposit and if direct deposit were set up the funds would be received approximately three weeks earlier. Cheryl Mitchell was agreeable with direct deposit. Commissioner Nathan Young will forward the email on to so she can complete the direct deposit website paperwork.
2. Sanitation Survey Issues: Commissioner Bill Murphy reported that there were not a lot of issues discovered and explained a report will be issued to the Precinct. Commissioner Bill Murphy noted screens should be done in a week or two as he has stainless steel screening which should work. Currently the Queen Street tank has just an open pipe. Fairbanks has somewhat of a grill which needs to be taken care of. A brief discussion took place regarding a weighted trap door with a flapper. The screening will be utilized presently, and the weighted trap door flapper can be researched for the future. The sanitary is a valve which has a spot for a garden house. The threads of that valve spot could harbor bacteria which could affect the

Precincts water sample. If something with a smooth end is placed, there would be no bacteria collection, and it can be cleaned off easier. Further, Commissioner Bill Murphy reported there are sump pumps in the Well pits but there is no power in the Well pits. Noting a generator can be hooked onto a power line to the Wells. Well #1 has power on the panel, and he suspects the other Wells do also. So, power needs to be run to the sump pumps, so they have the ability to pump if needed. Additionally, as far as the air conditioner there can be something done such as removing the interior and placing sheet metal on the inside. On the outside the vinyl siding is releasing in that area. In the Merrimack Tank, Chad explained it had frozen one year as there is a small line which comes out of the tank, about sixteen inches of line, should be considered for correction later. Inside the fence area needs to be weed wacked. Commissioner Bill Murphy further noted the other items which need correction or repair, and those items were briefly discussed and explained.

3. Town SRF vs DWSRF (June 1) vs CWSRF: Commissioner Nathan Young reported the Town contacted him and Underwood asked the Town for permission to contact the Precinct and try to get the State Revolving Fund for the Town and the Precinct. The State Revolving Fund must have a preapplication completed prior to a project. The State Revolving Fund has a low interest rate, and the funds are allowed to be taken for projects. Commissioner Nathan Young believes the Town is not asking for the Precinct to submit with them. He believes they are asking for Underwood to be able to submit for both the Town and the Precinct so both submittals marry for the project and there are no discrepancy issues later. Commissioner Nathan Young reached out to Chris Berg who informed him the Precinct will have to apply for it whether it is utilized or not. The Precinct will have to do the Drinking Water State Revolving Fund. Commissioner Nathan Young further reported he investigated, and the State Revolving Fund which is divided into two separate funds, the Drinking Water State Revolving Fund, and the Clean Water State Revolving Fund. The Precinct will be underneath the drinking water side as it is labeled as tanks and infrastructure for water. The Town most likely will be under the clean water side which deals with sanitation. Commissioner Nathan Young believes it would not be a bad thing to allow Underwood to help marry the two together, however, it should be made clear that the Precinct needs to apply separately as the Town and the Precinct are not one entity. The other Commissioners agreed. Commissioner Nathan Young will contact the Town, explain the distinctions, and have Underwood reach out directly to the Commissioners to coordinate so the Precinct is part of the process. Further discussion took place regarding the grant and the process, etc.

4. Leak Detection, New England Water Distribution Services, June 12: Commissioner Nathan Young reported he was contacted by New England Water Distribution Services who requested the leak detection be done the week of June 12<sup>th</sup>. Additionally, they requested someone to show them around and be present and all the valves on the main line must be marked. Commissioner Nathan Young also reported he contacted Chad today and Chad expressed June 12<sup>th</sup> would not be a good date as they are flushing with the Precinct and other towns so he will not be able to mark everything on time. If it needs to be done it will have to be done with overtime and the Precinct will be charged for that overtime which will be costly. The Commissioners have no problem with pushing it off for a month to avoid the overtime pay. The Precinct will also need to pay for the support staff with the leak detection program. It was noted it takes three days in a row which is not normal days for Pennichuck so that will be an additional expense. A brief discussion took place regarding last year's leak detection. Commissioner Bill Murphy noted some valves are easy to find while others are extremely hard to locate. Commissioner Frank Dineen questioned if the Precinct would have a good, updated map of the Precincts valves once this is completed. It was noted that a working updated map will be accomplished during the GIS mapping later this year and any marked valves will be placed on that map. Commissioner Nathan Young will contact Chad first thing in the morning and question if he had a conversation with New England Water Distribution Services to see if it could be pushed back a month or is he just trying to make the original date, along with what Chad will need on his end to accomplish the leak detection.
5. Energy Audit: Commissioner Nathan Young reported he received an email from Sharon of DES regarding an Energy Audit of the Precincts Water System. Commissioner Nathan Young read the email to the other Commissioners. Commissioner Nathan Young noted he is going through this with Manchester and is unsure if the Precinct is required to do the audit. He finds it questionable for the Precinct as it is a lot of legwork for the operating system. They want to put amp meters and volt meters on every pump as it runs to get a true KW hour rating on each motor. They also want to know the pump times, tank heights, run hours, along with additional information. They are basically looking at possible solutions and recommendations for efficiency for the Precincts system. Commissioner Nathan Young noted he believes the only place which could save money might be the Well field which would require a large operating budget which the Precinct does not have. Commissioner Nathan Young will contact Sharon and explain what the Precincts operating parameters are and that the Well pumps may be the only thing worth looking at. He will have to contact Pennichuck to see what the Precinct utilizes and needs regarding water demands. It was noted this is a grant program and a discussion took place regarding the audit.

6. Jarado Way Master Meter, Pipe Size, Type of Meter, Backflow in Pit/General Configuration: Commissioner Bill Murphy reported finding information is difficult and comes from book written in the fifties, apparently it is an eight-inch line. The problem is that as soon as the line comes in and crosses onto the property it splits. Somehow the meter must go before the split. The front may have to be changed so it comes in after the meter. There does not appear to be a lot of room in the area. Commissioner Nathan Young may be able to reach out to Wright-Pierce with the specification and what is being looked at. They may be able to give the Precinct what type of laying length of pipe do you need to install or can the Commissioners determine the information just by looking at it. Commissioner Bill Murphy explained what will be installed and where. The other issue is Commissioner Bill Murphy thinks that it is transite. He will look to see if there is another valve in the system. He knows where one is, but depending on how it is set up the known valve only controls the line going down back. There must be another valve that controls the front line. There may be a third one which comes across the property line. The person who could accomplish the work as he is familiar with this type of work and Commissioner Bill Murphy has confidence in him, however he will need to be given some direction. Commissioner Nathan Young reached out to Wright-Pierce with what the Precinct needs for a valve, backflow, meter, screen, eight-inch pipe, low flow, and asked if they can put something together for the Precinct and give what the lay line would be. Also, how much straight pipe does the meter need. A brief discussion took place regarding the area and the system in use currently and what is potentially needed.
7. 20 Duston Drive: Commissioner Bill Murphy explained there is an old account which had a large balance and came up for a shutoff. The mobile home is gone and there is now a new mobile home and a new owner who was able to hook up the water. Pennichuck was unaware of the water hookup, and it was on the shutoff list. Therefore, Pennichuck shut the water off. Griggs has a master meter and they have been paying for the water. The new mobile home has a meter, but Pennichuck was not reading it, so the Precinct has been paying for the water for the new owner. Pennichuck wanted to know since the new owner has the water hooked up there would have been a fee of \$165.00 for hookup. A discussion took place regarding metered water, hookups and hookup fees, time frame, and payment. Another discussion took place regarding the park owner and the Commissioners agreed to send a bill to Griggs for the \$165.00 and a new account be started. The \$9,700 is not able to be collected from the park owner per NH RSA and there is no way of recovering the old amount owned. The \$9,700 should be abated and would come out of discounts/refunds budget line. Additionally, a discussion took place regarding accounts and how Pennichuck should start a new account for a new owner and not keep the old accounts with the property.

**Commissioner Bill Murphy made a motion to send Griggs a bill for \$165.00. Seconded by Commissioner Nathan Young. Passed Unanimously. Commissioner Bill Murphy made a motion to write off \$9715.76 which was owed on 20 Duston Drive by Rhonda Follansbee. Seconded by Commissioner Nathan Young. Passed Unanimously.**

8. 145 King Street: Commissioner Bill Murphy reported the last quarter water bill was approximately \$4,000 and there is no one living on the property and the water was supposedly shut off the first of the year. Commissioner Bill Murphy requested Brandon check to see if it was shut off but does not know the result. It could be a leak which has been occurring for a long period of time. No one has requested an abatement. Commissioner Bill Murphy tried to contact the owner and left a message but has not heard back.
9. Dave Caron Meters: Commissioner Bill Murphy reported the Precinct has all of Dave Caron's meters and he will contact him this week or the first of next week to see if he is ready for the meters. All the meters must be charged to the escrow account. Once the meters are charged off the account the one reconnection fees are charged for the one curb stop. The final billing still needs to be calculated and taken care of.
10. Woody Hollow Master Meter Billing Issues: Commissioner Bill Murphy noted he seen Joyce Manning at the Town office and she was complaining about it. An entirely new system and they are still getting a large master meter bill. Commissioner Bill Murphy reviewed the billing which fluctuates from a low cost to a high cost. Commissioner Bill Murphy tried to contact Pennichuck to see if they were aware of whether the water meter was correct or not, but he has not heard back from them. Discussion took place about the master meter, how it runs and how it is read. Commissioner Bill Murphy also reported Prescott was supposed to send their meter expert and never did.
11. Carbonite: Cheryl Mitchell explained the Precinct previously had this as a backup daily and is a \$6 a month charge and it will be stored off sight. Currently it is being manually backed up but if something happens it would be good to have two backups. Cheryl Mitchell explained the Precinct does not have a credit card and payment needs to be used. The Precinct can obtain a Precinct debit card. However, Cheryl Mitchell has a concern is the large quantity of cash the Precinct has, the Precinct could obtain a small Commercial Credit Card. A brief discussion took place regarding payment of the new Carbonite and the previous GoDaddy, which is due in September. Cheryl Mitchell will ask Nancy at the bank about a credit card. **Commissioner Nathan Young made a motion to the Carbonite backup. Seconded by Commissioner Bill Murphy. Passed Unanimously.**

***Commissioner Nathan Young made a motion to look into obtaining a business credit card for the Precinct with a limit somewhere around \$1,000 for liability issues. Commissioner Bill Murphy. Passed Unanimously.***

12. Net Metering \$1,048.18: Commissioner Nathan Young noted the Precinct received just over \$1,000 in the Net Metering program and there is plenty of water flowing.
13. Cheryl Mitchell Issues: Presented a Comcast payment which Commissioner Nathan Young will contact them regarding payment and the cancelation effective date.
14. Cheryl Mitchell: Cheryl Mitchell reported Pennichuck went up on their monthly fee which is not known when the Precinct is preparing a budget. Additionally, Pennichuck dig safe from September of last year has been received. The issue is the Precinct is receiving bills from the last fiscal year from Pennichuck. Commissioner Nathan Young will reach out to Pennichuck and request the rate increases ahead of time going forward. Discussion took place regarding the Pennichuck contract. Commissioner Nathan Young will look at the contract to see if they can increase their pricing midyear.
15. Dig Safe: Commissioner Bill Murphy questioned if the Dig Safe payment has been processed as it was sent registered mail. Cheryl Mitchell reported the check is still outstanding and has not cleared the bank. A brief discussion took place regarding the payment.
16. Cheryl Mitchell Proposal: Cheryl Mitchell presented a proposal to the Commissioners to work on collection issues for the Precinct for their review. Discussion took place regarding shutoffs. The Commissioners will review the proposal and where Pennichuck stands on shutoffs and collections.

**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 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 6:46 p.m. by Commissioner Nathan Young, Chair.***

**Next Meeting:**

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, May 31, 2023, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on May 16, 2023

Minutes approved by: \_\_\_\_\_ /s/ \_\_\_\_\_ on May 31, 2023

\_\_\_\_\_ /s/ \_\_\_\_\_ on May 31, 2023

\_\_\_\_\_ /s/ \_\_\_\_\_ on May 31, 2023