

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 June 14, 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 May 31, 2023. Seconded by Commissioner Nathan Young. Passed Unanimously.

New Business:

1. Asset Management Grant Direct Deposit, Vendor Code 159934-B001: Commissioner Nathan Young will reach out with the vendor code for the direct deposit. A brief discussion took place regarding the direct deposit vendor code.
2. FSB Credit Card Application: Cheryl Mitchell reported she looked at multiple credit card applications and spoke with Nancy at Franklin Savings Bank. She presented the Commissioners with a credit card application which most municipalities utilize for their review. Further, Cheryl Mitchell reported she filled in the information she knows on the application already, but she needs to know who the Commissioners would like to be business officer #1 and #2 and who they would like to have access to a card. The authorized businessperson will have to fill out personal information for the application. Commissioner Nathan Young will be the authorized businessperson and the Commissioners all agreed they are only in need of one card. Cheryl Mitchell also explained that the application has to be approved during the meeting by the Commissioners and a copy of the minutes authorizing the card

application and use must be sent with the application. **Commissioner Bill Murphy made a motion to approve the credit card application being completed and submitted. Seconded by Commissioner Frank Dineen. Passed Unanimously.** Cheryl Mitchell also questioned the number of years the business has been in business which was established in the year of 1891 making it 132 years. The number of employees should be three as there are always three Commissioners. A discussion took place regarding the Staples credit card being discontinued and utilizing the new credit card for Staples and other Precinct purchases. The Commissioners also discussed how much credit they would like to request and decided on \$2500.

3. Comcast: Commissioner Nathan Young questioned if any further billing has been received from Comcast. Cheryl Mitchell reported no further bill has been received. Discontinuing Comcast services is complete.
4. Leak Detection Survey 2024 Grant Application: Commissioner Nathan Young reported he filled out the application in the same manner as it was filled out the previous year and has submitted it.
5. 16 Eagle Perch (Test Docs/Hydrant Test) Flow Test Berkeley: Commissioner Bill Murphy reported Kearsten O'Brien wanted the pressure test and the bacteria test, and when they did the chlorination, all of which he sent to her. Commissioner Bill Murphy also reported Kearsten O'Brien questioned if there was a flow test done on the hydrant. There was no flow test performed. A flow test can be done and is a good idea. **Commissioner Bill Murphy made a motion to get a flow test done on the hydrant at the end of Eagle Perch. Seconded by Commissioner Frank Dineen. Passed Unanimously.** Commissioner Bill Murphy will contact Pennichuck to have the hydrant flow test performed.
6. Strategic Planning Disbursement \$1377.15: Commissioner Nathan Young reported the Strategic Planning Disbursement payment of \$1377.15 has arrived and Wright-Pierce will be paid.
7. MOU for Sewer/Water Project: Project Commissioner Nathan Young reported he received the MOU for the Sewer/Water Project back with notes from the Precinct's attorney and believes the Town should be sent the copy with the notes for their review. First, highlighted a place which referenced an Exhibit D allocation, it was noted exhibits have not been provided or reviewed. Next, Exhibit A Project should be reviewed prior to signature, and whether the "Project" means the water mains or both the Town and the Precincts water. Therefore, needing the term "Project" definition being specified. A brief discussion took place regarding "Project". Further comment from the Precinct attorney is regarding the actual MOU statement "Town

shall manage the project in accordance with the usual practice and managing similar construction projects...” the comment being, is there any concerns with the Towns usual practices. If there are concerns, it should be addressed prior to signing. Next, has to do with employment of 3rd party entities and the only comment from the Precinct attorney is it could theoretically balloon beyond the expectation where there are no controls. The hiring of third-party entities should be approved by the Precinct. The approval of payments section was then read by Commissioner Nathan Young and the Precinct attorney noted “may negate the efficiency of having a Precinct representative”. Additionally, in the release and limited indemnification section the Precinct attorney noted the Commissioners need to consider if this is in proportion to the sharing of expenses as set forth in Section 5 and Exhibit D or some other proportion based upon circumstantial of the claim. The Precinct attorneys’ final comment was under mediation or arbitration. He noted there is a need to consider what happens if disputes involve amounts below this threshold seems to apply lawsuit, potentially small claims court. Commissioner Nathan Young would like to pass it along to the Town and see what responses may be given back to the Precinct. A discussion took place regarding the billing portion of the project, potential disputes, and change orders. Commissioner Nathan Young will forward the copy with the notes from the Precinct’s attorney to Kearsten O’Brien and the Commissioners will wait for what response is received from the Town.

8. CCR Submittal: Commissioner Nathan Young reported he received an email from DES which states they have not received a copy of the Precincts Consumer Confidence Report (CCR). The CCR is on the Precinct website and Pennichuck should have forwarded it to DES. Commissioner Nathan Young will check with Don Wear at Pennichuck and if it was not sent out he will forward the CCR from the website to DES.
9. Bond: Cheryl Mitchell reported she normally writes the check in the first part of June and has not received an invoice to date for this calendar year. Commissioner Nathan Young will call tomorrow with the information on file and find out where the invoice is.
10. Escrow Balances: Cheryl Mitchell presented the Commissioners with a printout of where the escrow balances were at the end of last year. A discussion took place regarding Caron meters. Commissioner Nathan Young will call Dave Caron and explain the escrow balance and if he receives a large bill for meters do not pay the invoice, instead submit it to the Precinct for payment. Commissioner Bill Murphy noted the meters have been installed but the radios still need to be installed at Caron’s, including the master meter radio. \$2500 return to service fee needs to be charged and taken from escrow. Woody Hollow still has an escrow which will be

utilized when the pit radios are installed. Commissioner Nathan Young reported he called EJ Prescott regarding a technician going to look at the Woody Hollow master meter. Commissioner Nathan Young requested EJ Prescott Technician reach out to Chad at Pennichuck as he has additional information on what size and what the meter issue is, and he can schedule a Pennichuck Technician to be there also.

11. 18-20 Woodbury Lane Charges for Services: Commissioner Bill Murphy reported there was one house on the lot, however, there were three taps for the lot. Remillard was planning to pay for one new tap. He has two taps he is utilizing, and another tap has been off for a while. Since there is existing, he should be charged for return to service. ***Commissioner Bill Murphy made a motion that 20 Woodbury Lane is a return to service charge. Seconded by Commissioner Frank Dineen. Passed Unanimously.***
12. Map 45 Lot 33, Corner of Rt 4 and Knowlton Road Subdivision: Commissioner Bill Murphy reported the customer is asking if water can be provided. The lot in question is being subdivided. Commissioner Bill Murphy will write the Town a letter stating water is available and can be provided.
13. Woody Hollow Master Meter and Pit Radios: Commissioner Bill Murphy reported installation of pit radios will take place tomorrow. The master meter issue was previously discussed, and Commissioner Nathan Young will follow up with Chad at Pennichuck to make sure EJ Prescott reached out to him and scheduled a date for the master meter to be looked at.
14. Hydrant Fixes; 133 Elm Street, Park Street, and Rt 3 Hydrant #17: Commissioner Bill Murphy reported #17 is marked out for dig safe. Park Street has an out of service bag on it and will be worked on. 133 Elm Street will be worked on also.
15. Lead Inventory: Commissioner Bill Murphy reported it is something which needs to be worked on. Commissioner Bill Murphy also noted he has never found a reference to lead, and he also noted the date for the lead inventory is coming up next year. Commissioner Nathan Young believes he applied for a lead service grant and will look into it. A brief discussion took place regarding lead piping in the water system.
16. 55 Elm Street Tap: Commissioner Bill Murphy reported 55 Elm Street Tap was done successfully yesterday. Additionally, Commissioner Bill Murphy reported tomorrow they will be placing the sewer line. The sewer line crosses the water line, so they are going to use C900 PVC over that spot. A brief discussion took place regarding sewer lines in relation to water lines.

17. Cheryl Mitchell Items: Cheryl Mitchell noted she distributed the monthly reports for May 2023 for the Commissioners review.

Old Business:

1. CIP: 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 6:20 p.m. by Commissioner Nathan Young, Chair.

Next Meeting:

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, June 28, 2023, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on June 20, 2023

Minutes approved by: _____ /s/ _____ on 28 June 2023

_____ /s/ _____ on 28 June 2023

_____ /s/ _____ on 28 June 2023