

## 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  
Don Ware, Pennichuck  
Victoria "Tori" Jubett, Pennichuck

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on January 10, 2024, 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 December 27, 2023. Seconded by Commissioner Frank Dineen. Passed Unanimously.***

### **New Business:**

1. Pennichuck: Commissioner
  - a. Well Heights/Alarms: Nathan Young gave an update regarding work done by EII. There was an issue #1 level sensor was reading locally, and it is a good sensor, but the cable is broken back. Level Sensor #2 has a good cable but a bad sensor. Don Ware will talk with Chad and if the Well levels are never at risk. If there is a potential risk, you would want to be able to shut off the Well before you dewatered the pump and burned it up. Having the ability to sense the Well should be looking at their productivity. Don Ware would recommend if they are active to set up once a year to shut a Well off and let it rest for 48 hours to see what the static level is. You will also need to look at what conditions lead to specific readings. The same

test is being done consistently each year and you will start to see some degradation. Don Ware explained the process of the testing and gave examples of other water systems which incorporated a yearly test as described. Commissioner Nathan Young needs to talk with Chuck as he did not know the path it took from Well #1 back so it is unknown how long of a rerun that will be. A discussion took place regarding the potential conduit covering and length. Don Ware additionally let the Commissioners know that Pennichuck has battery powered level sensors which they could drop down into the Well, and it will collect data on one-minute intervals for up to a week. Commissioner Nathan Young noted the Precinct wants to get freeze alarms in the booster station and corrosion building and there are no more slots to send information back to Pennichuck. Don Ware noted a freeze alarm is a digital and not an analogical alarm and explained what his thought process is, and he believes the Precinct has additional analog points so it would just be a matter of purchasing the thermostat, the sensor, running the wire, and connecting it. Commissioner Nathan Young noted the Precinct will try to keep the freeze alarm and flood alarm separate if possible and if not, the alarms will be connected together. Tori Jubett confirmed there are 14 digital inputs being used currently and only 6 analog inputs being used, and the Well levels are not being transmitted. A brief discussion took place regarding Well heights, testing, and continual data. Commissioner Nathan Young will speak with Chuck further about these issues.

- b. Multiple names on accounts: Commissioner Bill Murphy reported when the precinct receives the aging report, many times there are multiple names on accounts going back to previous owners and many times there is a balance on the account. In other words, it remains the same account number but has a new name. Further, Commissioner Bill Murphy expressed there must be a way to not add a new name until old balances from previous name/s are taken care of and not kept active on the account, not necessarily paid but somehow reconcile for accounting purposes. Tori Jubett noted her understanding is that the precinct wants the balance to stay with the property and not the customer. Cheryl Mitchell noted that is how it use to be handled. Don Ware explained the Precinct needs to work directly with Tara King on this issue because in the regulated world the balance can travel to the new owner. The aging program would allow the outstanding balance to be carried over between owners but tied to a common property. Commissioner Nathan Young explained the process the Precinct would go through in order to keep the account clean and accomplish what they are asking for. The Precinct does not want their uncollectable to build if there is no opportunity to ever collect it. A brief discussion took place regarding the

final bill and the closing process. Commissioner Nathan Young believes the last year the policy which was put in place last year regarding shutoffs has been effective. A brief discussion took place regarding shutoff times and customers who are legally unable to be shut off. Commissioner Bill Murphy will speak with Tara King or Sarah Diggins.

- c. Updated customer list: Commissioner Bill Murphy requested a new updated customer list. Don Ware questioned what was needed on the customer list. Tori Jubett will follow up with Tara King regarding this issue.
- d. Progress on non reads and meter replacements: Commissioner Nathan Young reported the Precinct is looking for a progress report on how the Precinct is doing compared to last year regarding non-read and meters. Specifically, the Commissioners are looking for information as to where the Precinct stands on non-read and meter replacement for nonworking meters from this last year and how many more meter replacements still need to be done. Don Ware reported he will get a report to the Commissioner as soon as possible. Don Ware also noted that Tara King does have a report which she maintains which reflects this information after each meter reading. Commissioner Nathan Young expressed that once the Commissioners receive the report they can determine where the Precinct stands on the non-reads and meter replacements in order to adjust how many are being done.
- e. Infrastructure: may need to have a conversation with Chad over the last few weeks or months the Precinct has been doing infrastructure improvements where the pole at the Fairbanks Tank was straightened, a new service is at the Queen Street Tank, on the 25<sup>th</sup> of this month the service replacement for the meter pit will take place. If there is infrastructure issues around Town which need to be addressed the Precinct would like a list from Pennichuck so the Precinct can keep current on those things. Don Ware expressed that when Chad sees an issue, he lets Tori Jubett know right away and Tori will contact the Commissioners and let them know. Commissioner Nathan Young requested going forward that Pennichuck continue to keep them in the loop and explained some infrastructure issues which had gone unnoticed. Done Ware explained why some infrastructure issues occur and go unnoticed. Tori Jubett reported the secondary pump still has an expected ship date of January 24<sup>th</sup>. A brief discussion took place regarding the monitoring and a procedure being put into place.
- f. Woody Hollow: Don Ware reported Pennichuck has dealing with Woody Hollow and the mater meter, and the differences between that and some of the individual meters. Done Ware noted Sarah Diggins has spent time on

this issue and noted the master meter is recording properly but what is happening is because Pennichuck is unable to read it remotely it is not getting read at the same time as the other meters. It requires a confined space entry with two people. This is not feasible for Pennichuck or the Precinct. Pennichuck is at a point where that meter is registering properly after Sarah Diggins has looked over the last year. If there is a two- or three-week period between the reads it creates inaccurate looking data. Don Ware would like to get a radio read on that master and the question is if the Commissioners want to work with EJP to procure a radio or if the Commissioners want to work with EJP to get a radio in there. Pennichuck will have to do another manual read in March but Don Ware hopes the radio project can be completed by the June read. Commissioner Bill Murphy would like Pennichuck to manage this with EJP and solve this issue. A discussion took place regarding mounting the radio and the pit being located in the street. Commissioner Bill Murphy showed a Sensus radio to Don Ware who is not familiar with the Sensus brand and further discussion took place regarding mounting.

- g. Knowlton Road: Tori Jubett reported the Knowlton Road issue still remains unsolved. The final determination was to attempt to dig again to see if Pennichuck can get back to the main they can freeze and cap it if they can confirm the cooperation actually controls that service. Commission Bill Murphy reported the drawing he saw runs underneath the main, curls around, and is actually on the opposite side. A discussion took place regarding the issue. **Commissioner Bill Murphy made a motion that the Knowlton Road project be completed at a cost of \$3,045. Seconded by Commissioner Frank Dineen. Passed Unanimously.**
- h. Unaccounted for Water: Don Ware reported the flow testing is part of the work to keep the Precinct in compliance with the Conservation Plan to produce the annual unaccounted for water report which is due by the end of February. The testing is scheduled for January 17<sup>th</sup>. Further, Don Ware noted he believes all the Precincts blowoffs now have meters on them. In the past it was known where the blowoffs were, it was unknown what rate it was running at, etc. Now that will be a known measurable figure. Don Ware noted the target is under 15% and he believes the Precinct has reached that target. Commissioner Bill Murphy requested a list of the blow offs from Pennichuck. A discussion took place regarding various leaks in the Precinct system.
- i. Pennichuck Contract: Don Ware reported on April 2<sup>nd</sup> of this year Pennichuck is at the end of the second of the three potential contract

stages. Don Ware would like to know if the Precinct is interested in a third term. Further, Don Ware explained that technically the Precinct must notice Pennichuck 90 days in advance of the automatic extension of the third term. The only adjustment on an extension is the annual adjustment based on the union contract not to exceed 4% whichever is less. Commissioner Nathan Young reported the Precinct is comfortable with proceeding with the extension.

- j. Uncollectables: Chery Mitchell requested an estimate on what should be put on the books as uncollectable. Chery Mitchell is looking for the number for a non-active account which is believed to be uncollectable. Don Ware discussed the particulars with Cheryl Mitchell. Tori Jubett will discuss this request with Tara King and have her get back to Cheryl Mitchell if she needs clarification.

Don Ware and Victoria "Tori" Jubett of Pennichuck departed the meeting at 6:27 p.m.

2. Dig Safe, Wright Pierce Invoices: Commission Nathan Young reported both invoices have been received.
3. SAM go Through 12/17/2024: Commissioner Nathan Young reported SAM went through, and it is now good through December 17, 2024.
4. Report delivered to Wright Pierce: Commissioner Nathan Young reported he delivered the Underwood Report to Wright Pierce and let them know that the Precinct will need the report back. Additionally, if a digital copy is created the Precinct would like a copy in digital form.
5. Generator Funding: Commissioner Nathan Young reported as a requirement to receive mitigation funding the community must have a FEMA approved and adopted local Hazard Mitigation Plan at the time of submission. The Town's Hazard Litigation Plan was pushed back due to COVID and expired September 9, 2023. Given the deadline for submission, the Precinct does not qualify. The Town of Boscawen has been selected to receive funding in which to update its Hazard Mitigation Plan. The Precincts letter of intent of the corrosion building generator will be place on the future potential projects list. Commissioner Nathan Young will reach out to the Town regarding its Hazard Mitigation Plan. The Precinct will be eligible for the grant the next time this type of grant is open. A discussion took place regarding the current status of the corrosion building and keeping the current unit running until next year to get funding.

6. Meeting for Well #4: Commissioner Bill Murphy reported he will send an email and inquire about the Well #4 potential property location.
7. Booster Station Propane: Commissioner Bill Murphy reported they have not delivered the propane as of today, but he will check tomorrow morning.
8. Water Filtration Grant \$12,900: Cheryl Mitchell reported the remainder of the 2023 money has been received and has been picked up as a receivable on the balance sheet.
9. Proposed Water Rates and fees 2024: Commissioner Nathan Young reported he spoke with Katline Curtis at DES today, and she had a conversation with someone who deals with the SRF funding and explained it is not straightforward. It involves a point system and sent several links regarding how the rating is done on their SRF scales. There is a page where any water precinct or municipality in the state and it shows how much the rate is per the first 5,000 gallons and what would be paid at 10,000 gallons of use. It will also compare cost per gallon compared to the entire state and allows calculations regarding percentage increase that will happen to the numbers in comparison to the entire state. Additionally, there is a different slide ruler which you can make a minimum slide user up to a maximum slide user. Commissioner Bill Murphy reported a 5.5% increase which is not a lot of money. The entire rate sheet will be increased to reflect inflation costs. Further, Bill Murphy noted that he noticed the WIF fee seems to only apply to housing but does not consider commercial structures. A discussion took place regarding the WIF for commercial being dependent on the incoming line size. Commissioner Bill Murphy noted the connection fees do change relative to the line size and will work on this issue. 145 King Street was discussed relative to when they connect and if the new rates would apply or if the current rates will apply. A discussion took place regarding consistency in keeping with the rate increases each year somewhere in the range of 3 ½ % in the years to come. 4 to 4 ½ % increase for this year's rate increase would be a fair place to be. A discussion also took place regarding the base rate being raised to \$1 per year.

**Other Business:**

1. Mowing: A discussion took place regarding mowing and potentially putting it out to bid. It was noted that whoever does the job will need to have a certificate of insurance.
2. Visa: Commissioner Nathan Young reported he has not heard back from Visa and will check into it. Cheryl Mitchell reported if a bill from Visa comes in and needs to be paid let her know and she will do a check.

3. Audit: Cheryl Mitchell reported the Auditors will be picking up the Precincts information for the Audit on or about January 25, 2024.

**Old Business:**

1. 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 6:58 pm. by Commissioner Nathan Young, Chair.***

**Next Meeting:**

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, January 31, 2024, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on , January 15, 2024

Minutes approved by: \_\_\_\_\_ /s/ \_\_\_\_\_ on January 31, 2024  
\_\_\_\_\_ /s/ \_\_\_\_\_ on January 31, 2024  
\_\_\_\_\_ /s/ \_\_\_\_\_ on January 31, 2024