

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
Lauren Hargrave, Clerk
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 December 27, 2023, at 5:31 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 13, 2023. Seconded by Commissioner Frank Dineen. Passed Unanimously.

New Business:

1. Wright Pierce Information: Commissioner Bill Murphy reported he sent the Wright Pierce information to Commissioner Nathan Young. Commissioner Nathan Young reported Wright Pierce now has more information than they know what to do with and explained what documents he sent to them. The only thing which needs to be dropped off to them in hard copy is the Underwood Report.
2. Tori Question: EPA VCMR Sampling, Us or Pennichuck: Commissioner Nathan Young reported he will make sure he responded and let Tori know that Pennichuck can take care of the EPA VCMR Sampling as that is what the Commissioners had decided on in previous years and is a large undertaking.
3. Budget Starting Points: Commissioner Bill Murphy noted the Commissioners need to start thinking about the budget and as soon as they receive information from

Pennichuck on how much the last billing was they need to start working on the 2024 budget. Commissioner Nathan Young noted the budget hearing needs to be posted by February 8, 2024, and the last day to have the budget hearing is February 15, 2024.

4. Questions/Issues for Pennichuck January 10th Meeting: The Commissioners reported the following items need to be discussed with Pennichuck on the January 10th meeting with the Commissioners.
 - a. Multiple names on accounts need to be cleaned up and fixed.
 - b. Updated customer list.
 - c. Update on meter replacement and non reads.

A discussion took place regarding the Pennichuck meeting.

5. Intergovernmental Review, PBWP Not Mentioned: The Commissioners will discuss the intergovernmental review at the next sewage 3&4 project meeting. They may be assuming the Precinct is part of the Town.
6. University System of New Hampshire Vendor Registration? Commissioner Bill Murphy reported he sends the Annual Reports to the University System of New Hampshire, but the Precinct is not a vendor. The Commissioners agreed this request will be disregarded.
7. Asset Management Update DES: Commissioner Nathan Young reported the Precinct received an email last week requesting the asset management update by the end of the month. However, there is no update and everyone at Wright Pierce is out until January 2nd. Therefore, Commissioner Nathan Young will contact DES and request a week extension as all the engineers on the job are currently on vacation. If an extension is not possible Commissioner Nathan Young will produce the updated asset management document for DES.
8. BVC W9: Commissioner Nathan Young reported he has requested a W9 for BVC and will forward it via email to Cheryl Mitchell.
9. EII January 2nd: Commissioner Nathan Young reported EII will be conducting the following work on January 2, 2024. Everything has been lined up for the venturi testing which has to be accomplished and Chuck at EII is aware of that. Commissioner Nathan Young explained (g) to the other Commissioners regarding the venturis. The following work is to be done by EII and was explained by Commissioner Nathan Young.

- a. Well #2 Sensor is not reporting so it needs to be looked at and determine if it is a blown fuse or a bad meter.
- b. Installation of low building temp/have alarm to Pennichuck. An inexpensive thermostat can be run in reverse so if there is a temperature drop it closes the connection and the computer sends Pennichuck a message regarding loosing building temperature. Commissioner Nathan Young may install the thermostat and just request Chuck write the program for it so it will be active as soon as it is hooked in. Commissioner Frank Dineen will purchase the thermostat.
- c. Look into what programming was or wasn't changed with flow meter totalizer. The last time A&D Instruments was out they were unhappy about the way they were totalizing the day-to-day. A&D stated rounding was taking place which would cause numbers to be off at the end of the year. Chuck previously wrote additional latter in the program, but they are not being used in the program.
- d. Merrimack/Queen Street tank control pointes are not working, and it says the high and low set points are not working. Commissioner Nathan Young is not sure if this is at the station or at the out stations. Commissioner Nathan now has the PLC programs and all the view panel out building so he can also try to figure this out. Chuck wrote the program so he should be able to locate it faster and correct the program.
- e. Trending not working.
- f. Well hours not reporting to HMI. They are being reported locally so the Well is running, it is just not reporting up top.
- g. Fix flow meters not matching HMI to local.
- h. High and low tank alarm set points.

Commissioner Nathan Young is going to give Chuck from EII the above listed, after he prioritizes the items, so Chuck is prepared for what he needs to do beforehand. A discussion took place regarding the cost, which Commissioner Nathan Young estimated to be between \$1,000 and \$2,000 not including the Well Venturi Testing cost. The work is scheduled and the cost for the work shall be incumbered for the year 2023 budget.

Commissioner Nathan Young made a motion to encumber the funds to cover EII, A&D Instruments, and Pennichuck for the venturi testing up to \$5,000. Seconded by Commissioner Bill Murphy. Passed Unanimously.

Commissioner Nathan Young made a motion to encumber the funds to cover BVC LLC repairing the meter pit electrical for \$1,675.00. Seconded by Commissioner Bill Murphy. Passed Unanimously.

10. Leak Grant Update: Commissioner Nathan Young reported the Precinct received a quick update from the State letting us know they have put things out to bid and the Precinct will be hearing from the vendor soon.
11. Well/Venturi Testing \$1,931 Total: Discussed above.
12. Visa Payment: Commissioner Nathan Young reported he called Visa, and they cannot change a billing date for a business over the phone it must be done via letter or an email on letterhead. Commissioner Nathan Young sent an email on letterhead but has not received an acknowledgement of them receiving it. Visa did let Commissioner Nathan Young know it could take up to two or three billing cycles before it takes place. Commissioner Nathan Young will ask for a response regarding the request being received by Visa.

Other:

1. SAM.gov: Commissioner Nathan Young has put his contact as a backup for Cheryl Mitchells.
2. PBWP Gmail account: Commissioner Nathan Young has changed the verification phone number and contact email to his information from Lauren Hargrave's and is now the contact for the PBWP email.
3. NH Municipal Association: Commissioner Bill Murphy reported the Precinct has received a renewal for membership and noted a lot of the information can be found online. The Commissioners agreed they do not need to renew membership to NH Municipal Association and allow it to expire.
4. Torches: Commissioner Bill Murphy reported the Precinct has an Oxygen Cylinder and an Acetylene Cylinder out back which they pay a lease on. Currently the price is increasing and if one is needed there are many around town which can be utilized. Commissioner Bill Murphy will return the cylinders to Airgas and end the contract.
5. Kayak Way: The hydrants are private, and the Fire Chief reported to Commissioner Bill Murphy there is a hydrant leaking at Kayak Way. If it goes through a meter it could go towards unaccounted for water. Commissioner Bill Murphy will check on the hydrant and see how much it is leaking. Commissioner Nathan Young noted there is an individual shut off valve for the hydrant and if it is private they will need to be notified.

Long-Term Projects:

1. CIP Update: Tabled
2. DES Asset Management Survey: Tabled

Meeting Closed:

Motion to Close the Meeting by Commissioner Nathan Younga. Seconded by Commissioner Bill Murphy. Passed unanimously. The meeting was adjourned at 6:07 pm. by Commissioner Nathan Young, Chair.

Next Meeting:

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, January 10, 2024, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on January 3, 2024

Minutes approved by: _____ /s/ _____ on January 10, 2024

_____ /s/ _____ on January 10, 2024

_____ /s/ _____ on January 10, 2024