

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. of January 14, 2026, 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 December 32, 2025. Seconded by Commissioner Frank Dineen. Passed Unanimously.

New Business:

1. Budget/ Chandler Street Project Loan: Commissioner Nathan Young reported he received an email regarding the loan request. The email requested verification that the debt mentioned to be paid in December was paid in the 2026 budget. Cheryl Mitchell confirmed. A meeting with the Precinct was also requested once the email is answered. Commissioner Nathan Young will respond to the email. A follow-up meeting will take place at 10 a.m. on January 28th. Hopefully, a final decision will be made by February. Cheryl Mitchell noted that the budget cannot be completed until it is determined if the loan has been approved as the payments for the loan will not be known until approval. A discussion took place regarding when the project will start. Commissioner Nathan Young will find out when the first payment on the loan will be and what will the payment schedule consist of as it will have a direct impact on the Precincts 2026 budget proposal which needs to be done as soon as possible. A discussion took place regarding potentially postponing the Annual Meeting and DRA would need to be notified if so. A decision on whether the Annual Meeting should be postponed will be made at the next regularly scheduled PBWP meeting. A discussion also took place regarding Annual Meeting

elections, and it was noted that there is a vacancy during a term and an individual can fill the vacancy by appointment of the other seated Commissioners. The main area of concern with the proposed budget is if the loan will be granted to the Precinct for the Chandler Street Project. Further discussion took place regarding these issues.

2. Paving on Water Street: Commissioner Bill Murphy reported DOT is paving Water Street from High Street into Webster. The Precinct has roughly eight valve boxes along the road which need to be raised. Commissioner Bill Murphy sent an email to DOT ensuring that there will be someone there during the paving to do so, or they will be raised ahead of time. PBWP needs to figure out if each of the boxes can be raised. A spacer ring just needs to be placed under the cover. There is a question regarding how much paving is being planned to be put down and the size of the spacers. It was noted that some valve boxes are not flushed currently. Commissioner Bill Murphy suggested an array of ring sizes be purchased. The paving will not be done until close to the end of the summer so there is time to make decisions.
3. Injection Pit: Commissioner Nathan Young reported he did not make it to the pit today. He wants to go to the pit to make sure the whole thing was replaced including the sump pump which needed to be replaced. Commissioner Bill Murphy will look at the pit tomorrow.
4. Unknown Service Line Mailing: Commissioner Nathan Young reported he filled out the document for the unknown service line mailing which was requested by DES. It requested information on when the mailings were sent out, how they were sent out, and a copy of what the mailing was sent to DES today. It was noted that the Precinct had until the end of July to have the document sent in, but it is completed and sent to them. Commissioner Nathan Young requested a confirmation email of receipt.
5. Lead Service Line Grant Kick off February 5th 10am: Commissioner Nathan Young reported that the Lead Service Line Grant Kick off meeting is going to be held on Zoom February 5th at 10am.
6. LGWP Well height (January 31st): Commissioner Nathan Young reported the Large Ground Water Permit (LGWP) well height is due by the 31st. Commissioner Nathan Young is working with EII and noted that the unit which the Precinct has does have spare outputs to send the information to Pennichuck to be recorded in the future regarding the Well height. EII needs to see if the PLC has fair outputs to send. A new card can be added, and more programing can be put if needed. Good news is nothing will need to be done with the transmission unit. A discussion took place regarding the requirement for the Well height frequency. Commissioner Nathan Young did explain to the LGWP people that it is a new requirement for the Precinct and the Precinct is actively working to obtain the information on Well height which they are requesting.

7. Precinct Computer: Commissioner Nathan Young reported the Precinct computer is up and running. He did discover that there is an Apple wireless router that was plugged into the Precinct service to make a wireless network. It was disconnected and he is unsure what the need is for. The model has also been discontinued. The old computer is in the back office for short term and then needs to be decommissioned. Lauren Hargrave will need to set up the Carbonite.
8. CCC/Concord: Commissioner Nathan Young reported the main PDF is complete for the Cross Connection. There needs to be an acceptance page for signatures, and it is questionable if the Precinct Attorney should produce that document. Additionally, Commissioner Nathan Young note that he did contact Jeff Christensen regarding the agreement for a cross connect and the Emergency Connection with Concord and he has not heard back yet. The backflow cross connection plan is close to being completed once the signature page is done, signed, and sent to DES for approval. When that is complete the Precinct will have a modernized cross connect program.
9. Audit: Cheryl Mitchell reported the Auditors are behind schedule, but last year's audit can be used in the Annual Report.

Other Business:

1. Shut Offs: A discussion took place regarding shut offs and Pennichuck. It was noted that in the spring all overdue accounts need to be shut off. The uncollected amounts are increasing immensely. An updated customer list also needs to be obtained from Pennichuck. Commissioner Nathan Young will call Pennichuck and discuss these issues with them.
2. Propane: Commissioner Nathan Young reported he called Eastern Propane and the Precinct is within a group and the group gets decided on in September of every year. Therefore, in August of every year the Precinct needs to notify Eastern and request to be placed in the group to receive the discount discussed at the last PBWP meeting. Meanwhile, they were going to try to put the Precinct on the group and retroactive the last bill and Commissioner Nathan Young will follow up to see if this was accomplished. Instead of the \$3.79 it should be \$2.61. Every August the PBWP needs to remember to call and request to be in the group.
3. Credit Card: Commissioner Nathan Young reported the limit for the credit card is \$2,500 and with the purchase of the computer the limit is close. The question is whether the Precinct should put in for an increase in the credit limit increase and if so, how much. A discussion took place regarding the limit and there is a written form which needs to be filled out and sent out if an increase is desired. For now, the Precinct will not request an increase but in the future if needed the increase will need to be requested ahead of time.

Commissioner Nathan Young made a motion to go into nonpublic session in accordance with RSA 91-A:3, II(j): Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A. at 6:14 p.m. Seconded by Commissioner Frank Dineen. Passed Unanimously.

Commissioner Nathan Young made a motion to come out of nonpublic RSA 91-A:3, II(j) at 6:47 p.m. Seconded by Commissioner Bill Murphy. Passed Unanimously. Passed Unanimously.

Commissioner Nathan Young to seal the nonpublic minutes. Seconded by Commissioner Bill Muirphy. Passed Unanimously.

Other Business:

4. 2026 Water Rate: Commissioner Bill Murphy questioned what the target is for water rates. He noted that at 3% it will be \$7.06 from \$6.85, at 4% it will be \$7.12, and 4.5% is \$7.16. The Commissioners agreed that a 4% rate increase is acceptable. The base rate would go from \$35.00 to \$36.06 at 3% and 4% is \$36.40. The Commissioners agreed that the base rate would increase by 4%. A discussion took place regarding the proposed budget. It was noted that with the loan in place it would be an increase of 20% if the current loan was not paid off, but with the current loan being paid off it will be 12%. Commissioner Nathan Young will double-check those figures and bring them to the next meeting. A discussion took place regarding the Annual Meeting and how to pass the word regarding the 7-million-dollar project being voted on and will have an enormous impact on rates.

Long-term Projects:

1. Emergency Plan Update due March 31, 2026
2. Well #4: Tabled
3. GIS: Tabled
4. Corrosion Building Generator: Tabled
5. Commercial Street Right-of-Way: Tabled
6. Backflow Failures: Tabled
 - 314 DW HWY (1 out of 2)
 - 325 DW HWY (1 out of 2)
 - 154 King No Access
 - 172 King (1 out of 2)
 - 30 Tremont (1 out of 3)

Meeting Closed:

Motion to Close the Meeting by Commissioner Nathan Young. Seconded by Commissioner Bill Murphy. Passed unanimously. The meeting was adjourned at 6:55 p.m. by Commissioner Nathan Young, Chair.

Next Meeting:

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH on January 28, 2026, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on January 19, 2026

Minutes approved by: _____/s/_____ on January 28, 2026
_____/s/_____ on January 28, 2026
_____/s/_____ on January 28, 2026