

Minutes of the Penacook/Boscawen Water Precinct

Location of Meeting: 9 Woodbury Lane
Boscawen, N.H. 03303

Present at Meeting: Bill Murphy, Commissioner
Frank Dineen, Commissioner
Ted Merrow, Commissioner
Lauren Hargrave, Clerk
Nathan Young, Water Advisor
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 April 29, 2026, 5:28 p.m. by Commissioner Bill Murphy, Chair.

Financial Update:

Commissioners signed manifest and checks.

Approval of minutes from last meeting:

Commissioner Frank Dineen made a motion to approve the regular minutes of April 8, 2026. Seconded by Commissioner Ted Merrow. Passed Unanimously.

Commissioner Frank Dineen made a motion to approve the 2026 Annual Meeting minutes of Aril 18, 2026. Seconded by Commissioner Ted Merrow. Passed Unanimously.

New Business:

1. Election of Chair: Commissioner Frank Dineen made a motion to elect Commissioner Bill Murphy as the new Chair. Seconded by Commissioner Ted Merrow. Passed Unanimously. Commissioner Bill Murphy is Chair of the Penacook & Boscawen Water Precinct.
2. Water Advisor Contractor:

Commissioner Frank Dineen made a motion to go into nonpublic session in accordance with RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted at 5:32 p.m. Seconded by Commissioner Bill Murphy. Passed Unanimously.

Commissioner Bill Murphy made a motion to come out of nonpublic RSA 91-A:3, II(a) at 5:42 p.m. Seconded by Commissioner Ted Merrow. Passed Unanimously. Passed Unanimously.

Commissioner Bill Murphy to seal the nonpublic minutes. Seconded by Commissioner Frank Dineen. Passed Unanimously.

3. Annual Meeting Report: Commissioner Bill Murphy reported all the ballots from the Annual Meeting are in the Precinct Safe. Also, there is a page which states how many ballots there were, how many votes were made, etc. which will also be placed in the Precinct Safe. It was noted that there were 29 voters and 60 ballots. A brief discussion took place regarding securing the ballots.
4. Lauren Compensation Annual Meeting Minutes: Lauren Hargrave, Clerk, reported she put in for 16.5 hours on her timesheet for the Annual Meeting Minutes. Lauren Hargrave was approved by the Commissioners for the time and payment was received by her this evening.
5. USDA Loan: Commissioner Bill Murphy reported the USDA loan at this point is going through. Nathan Young reported he called Brenda Smith this afternoon and asked for an update. He was told it has been officially signed and allocated to the Precinct for the 4 million dollars. The Precinct cannot make any announcement for 6 days from this date. Commissioner Frank Dineen questioned what happens to the money now. Nathan Young reported that the money is held by USDA. The Precinct is required to obtain a construction loan for 4 million dollars in the interim. During the project, the Precinct will have to work off the construction loan. When the project is completed the USDA will then pay off the construction loan and then the Precinct will owe USDA the money. A brief discussion took place regarding a construction loan. Nathan Young noted that is part of the reason the rates have increased now, so that the Precinct will have the money to cover the construction loan. Nathan Young reported that Brenda Smith was from New York and was working with the Precinct due to the lack of staffing issue, but from this point on Rena Peck will now be the main contact. The LOC, which was done for the Precinct by Brenda Smith, will be revisited and a new one with all of the New York State information taken out and corrected. The Precinct will be receiving a letter of award which will help with the construction loan. The closing on the construction loan will only be done for what is actually used. In the LOC it refers to the 6,000 linier feet several times, but the Precinct is allowed to do more than that if able to under the 4 million dollars. Originally it was submitted as an 11,000 linier feet project which had been reduced down to 6,000 liner feet due to rates and etc. They want it to be

bid within a year of the award date and they want to see it completed within 3 years. First, the timeline that Underwood has projected gets it done closer to 2 years, so there is a buffer. Additionally, they do have a petition process if you are not done within the 3-year period. However, they do not want to sit on funds which are delegated for a project within the projected amount of time for the project. It is a 30 year at 3.75% loan. Prior to bidding the construction loan must be in place. The slowest turnaround from USDA is them looking over the construction loan and giving approval for bid, which is normally 30 days. A discussion took place regarding Underwoods engineering work and billing. A brief discussion took place reading the construction loan and the USDA loan process. Also, in the LOC, due to the Precincts short lived assets the Precinct needs to do an account line item for \$20,657.00 yearly starting next year even if it is subtracted from a current line item. Regarding the LOC under the Environmental it has been submitted and is already completed. Under Engineering Agreement, once an Engineering Agreement all of the documents for bid, etc. there are 2 emails for New York engineers that will be looking at it when the time comes and Underwood will communicate with them. This is due to the fact that New Hampshire USDA does not have their own engineers. The Right-of-Way documents are not that all the documents need to be submitted, but it is a letter that will be produced by the attorney stating the Precinct has active rights-of-way in all locations in which the pipes are being replaced. A brief discussion took place regarding right-of-way within the project area. Anywhere where the LOC states Form E can be ignored as it is for New York State. A 442-7 to prove payment of the Loan is a document which will be filled out when the time is appropriate. There is a section having to do with risk assessment and emergency plan which is not additional. It has to do with if New Hampshire did not already require it the Precinct would have to start doing it. But it is a State requirement that the Precinct already does yearly. USDA does not need a copy they just need a statement stating it has been done. PER is the documents for the 11,000 liner feet so the Precinct can add on to the 6,000 liner feet. Public Bid when the time comes and the Precinct is looking for bids the newspaper needs to give a certification what the bid opportunity was published. No Transaction needed, that line item is being taken out as it was if there was building of a structure. Underwood will need to get a resume for the constructure inspector and submit it to USDA. The full submittal must be in prior to digging and it must be approved again by USDA prior to start. The Precinct will be put in the single audit due to spending over 1 million dollars in a year. Another line item to be removed mentions certified operators as New Hampshire does not require machine operators to be licensed. At the time of closing 2 things will happen, first funds will be transferred 2 days prior to the closing and when that happens the 4 million dollars will be transferred to the closing agent who will have it in hand on

the day of closing to pay off the construction loan. One item is that any major debt taken out during the life of the loan must be preapproved by USDA. They want to make sure a new loan is taken out and that would make it so they could not be paid back. Nathan Young asked if the Precinct believes it can cover a line and the USDA does not, but the answer is unknown at this time and more conversation at that time will need to be had. A brief discussion took place regarding taking on a new loan and getting approval through USDA. Also, on all the Precinct Bills there must be a statement which says the Precinct is an equal opportunity employer. A brief discussion took place regarding the Precinct not being an employer.

6. Update: Chandler St. Project, USDA Loan Requirements, Interim Financing at Franklin Savings: Commissioner Bill Murphy reported he spoke to Shawn Skabo at Franklin Savings Bank and he will be attending the next regular Precinct meeting. He did send an email which stated what will be needed from the Precinct regarding financing. Shawn did not sound like it would be difficult as it is not a long term, it is relatively short, and they do have money available. After the next meeting, the Commissioners will have a much better idea, but it appeared to Commissioner Bill Murphy that it sounded positive. A brief discussion took place regarding the USDA commitment and the interim financing at Franklin Savings Bank.
7. Bank Signature Card Update: Commissioner Bill Murphy reported that all the Bank Signature Cards need to be updated. Cherly Mitchell questioned if Nathan Young should be put on the accounts as view only. The Commissioners agreed to put him on as view only. The three Commissioners will meet next week with the Annual meeting minutes when Ted Merrow was elected as the new Commissioner.
8. Woody Hollow Master Meter Read Issue: Commissioner Bill Murphy reported for some unknown reason the meter reads fine but does not read the way it is supposed to read from the truck is not happening. Therefore, they will pry the manhole cover off and take a picture of the meter reading. There was a question regarding a new transponder being needed, but it is unknown at this time. The plan for now is to read from the top.
9. Terrace Hill Road Leak Repair and Paving: Commissioner Bill Murphy reported Gelinias did the Terrace Hill Road Leak Repair work. A brief discussion took place regarding the location of the leak. It was noted that the leak was prior to the curb stop. Commissioner Bill Murphy also noted the black plastic is like a nylon adaptive fitting. At some point the black plastic, which is deuterating, will have to be replaced.

10. Corrosion Building, Repair Valve Boxes and Paving and Replace Sample Faucet: Commissioner Bill Murphy reported that Gelinis will be repairing the valve boxes at the Corrosion Building and then get that part paved. The sample faucet will also be replaced. A brief discussion took place regarding the corrosion building itself. Nathan Young reported that the Precinct is at a maximum before the need for a SCADA system will be required. The SCADA is where there is a dedicated computer or server where all of your information goes back to. There is additional licensing which has to happen for operating every year along with be expensive. If and when the time comes when a filter system gets added at that location a SCADA system will be required. A brief discussion took place regarding a new SCADA system.
11. Cyber Security and Emergency Plan: Nathan Young reported there was a second meeting with Overwatch for the .gov portion of it. From the meeting a document will be sent via email which outlines everything. It is not a public document and should not be disseminated. Through the grant through them, they will pay for the first 3 years as well as giving support for the first 3 years. They are going to set the Precinct up a platform with a new server and hence Domaine. It will be from BoscawenWater.com to PBWP.nh.gov, which will be the new website. The Boscawen Water will be maintained and paid for so no one can impersonate the Precinct. The email part of that can be done by Nathan Young if the Commissioners would like, but there needs to be an administrator. In the background it is set up with a general email address for Precinct which will be on the website. It will be Commission.Board.PBWP.nh.gov. which then is copied and sent to whomever gets the information. What happens is it is not a common email where actions can be taken on the main email. The copies sent out will be determined by the individual who it copies to weather it is retained or not and if someone replies the other emails will need to be copied. This will allow everyone to have a mailbox. Further information on how the email system would work was given by Nathan Young and discussed. It was noted that there will also be a 2-factor identification. There are Commissioner email addresses, there is a public facing email address, a water advisor email address, a clerk email address, and an accountant email address. The 2-factor for the clerk and accounting will be a cell phone number, noting that the administrator can change if needed. For the water Commissioners and Water Advisor will be 2-factor on the tablets. Noting that everyone will be getting copies from the general email account to their own email accounts. The cost of the software is approximately \$1500 yearly, which pays for the 6 email addresses also. There is also a list of questions from Overwatch regarding cyber security and emergency plans. There is hope that new policies, such as rules about who can access the office computer, will soon be established. Nathan Young did note that if there is ever a cyber attack on the Precinct for any

reason any and all computers which have accessed Precinct Information can be taken. Therefore, if a personal computer is utilized and accesses the Precinct email the personal computer can be taken for investigative purposes. A brief explanation was given with examples. A brief discussion took place regarding potentially obtaining 2 more tablets for email purposes related to the Precinct. The Commissioners requested that Nathan Young reach out to First Net for 2 more tablets. **Commissioner Bill Murphy made a motion to have Nathan Young reach out to First Net on the Precincts behalf and procure 2 more tablets for the clerk and accountant. Seconded by Commissioner Frank Dineen. Passed Unanimously.** A brief discussion took place regarding emailing from personal email to the precinct email there is no physical connection so that is okay. It is all new for the Precinct so changes definitely need to be made and the grant will help look at the cyber security as a whole and plugging holes before they are a problem. Nathan Young noted that all the emails from the Gmail will be brought over to the .gov email account and a fresh start will take place. The Gmail account will still be retained with the emails which are currently on there. Also, there will be an auto reply message for the Gmail account which stipulates where to send the email via to the .gov email. The Gmail will still have to be monitored for a period of a year or two.

12. Grant Disbursement: To date no grant disbursement has been received but should be in soon.
13. Well Field Meeting: Nathan Young reported Well#2 is in the Marsh and then there is a target between Well #1 and Well #3 and then a target further north. DES has no intention of giving the Precinct a waiver for the target #2 at the northerly location unless it is the only option. Target #1 was in between Well #1 and #3. Target #3 pushed out towards the road but was still able to have a 400-foot radius around it. It was also decided that because the drilling rig is out at the site it would not be hard to do other drilling. Target #2 is still going to be drilled so that the information is retained just in case. A 4th target between #2 and #1 down closer to Well #2, but it was noted that Well #2 does not have good water. A brief discussion took place regarding Well #2. The Commissioners reviewed a map of the Well field and surrounding areas. Nathan Young will send the information to Wright-Pierce and see if there are other areas mentioned that resistance testing should be done on. DES just does not want to bypass any of their standards if they do not have to. A brief discussion took place.
14. 75% Meeting: Nathan Young reported originally they had decreased Lincoln Street down to a 2-inch line but during the conversation it needs to stay an 8-inch line. Commissioner Bill Murphy noted it does not make sense to break it down to a 2-inch line. The entire meeting was going through the 75% submittals and seeing

what things needed to be changed. Johnson will be left alone. Commissioner Bill Murphy noted the entire Street was done in 2005 and stops with a blowoff and is capped. It makes sense to make a loop. Commissioner Bill Murphy also noted that Dan from Pennichuck was emailed regarding this. Nathan Young noted you need 10 feet between any water line and a sewage line. A brief discussion took place regarding the 500 feet distance for fire hydrants and they will reach out to the fire chief to make sure there are the appropriate hydrants in place. They are going to look back on the Gage Street contract to see how it was formed between the Town and the Precinct. The Precinct would like separate contracts contingent on each other and seems necessary. All comments should be sent to them within the next 2 to 3 weeks. Bringing any thoughts to the next regular Precinct meeting is good.

15. LSLI, and 1,000,000 Loan: Nathan Young asked if the Commissioners would like him to start updating the Precincts Lead Service Line Inventory (LSLI). Currently the Precinct is officially down to 800. About 400 need to be entered correctly with the reasoning into the form in order to be down to only 400 unknown. The Commissioners would like Nathan Young to get started on the LSLI. Additionally, Nathan Young reported he informed Chris Berg that the Warrant Article passed for the \$1,000,000 Loan and whomever is working on it for them had some free time so it will be completed shortly. It was noted that it is a line of credit and is drawn upon when needed. It is early enough in the process to submit so there is plenty of money to be had, however, there is a set amount of funds available so the sooner the better. It was noted that areas of new construction and the Chandler Street Project can be avoided as they will be known once completed. Starting to utilize a Vac Truck and locating one while utilizing the \$60,000 grant on known areas which are currently is a good idea. A brief discussion took place regarding where to start with the unknown. The Commissioners agreed that starting should take place from one end to another.

16. Leak Detection 7/21: Nathan Young reported Leak Detection is moving forward and has the current GIS logins and information needed. Commissioner Bill Murphy is the Contact and it will take place on July 21st.

17. Update GIS: Nathan Young questioned if the Commissioners would like him to update the GIS as information is received. The Commissioners agreed. A brief discussion took place.

Other Business:

1. Leak Credit: Commissioner Bill Mjrphy reported 50 Jackson Street received a high bill with a usage of \$945.99. It was determined there was a leak in the toilet on the property and it was repaired in January 2026. March 2026 read showed usage

back down to normal. They are looking for a leak credit of \$330.17. It was noted that the leak policy is 50% of the unusual amount of the normal amount of usable water. A brief discussion took place regarding a one-time credit per different issue. **Commissioner Bill Murphy made a motion for a leak credit of \$330.17 for 50 Jackson Street. Commissioner Frank Dineen Seconded. Passed Unanimously.** Commissioner Bill Murphy will email Sarah at Pennichuck.

2. Commercial Street Right-of-Way: Commissioner Bill Murphy reported that the property is going to go up for sale if it isn't already. The owner is reconsidering their plan. A brief discussion took place regarding possible plans for the location. Nathan Young questioned if the current owner would be willing to give the Precinct a right-of-way. Commissioner Bill Murphy will contact the owner. A discussion took place regarding buildings on the property.

Long-term Projects:

1. LGWP Well Height: Tabled
2. Disconnects: Tabled
3. Well #4: Tabled
4. Corrosion Building Generator: Tabled
5. Commercial St. Right of Way: Tabled
6. Backflow Reports: Tabled

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphn. Seconded by Commissioner Ted Merrow . Passed unanimously. The meeting was adjourned at 7:22 p.m. by Commissioner Bill Murphy, Chair.

Next Meetings:

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH on May 13, 2026, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on May 4, 2026

Minutes approved by: _____ on May 13, 2026

_____ on May 13, 2026

_____ on May 13, 2026