

Minutes of the Penacook/Boscawen Water Precinct

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

Present at Meeting: Bruce Crawford, Commissioner
Bill Murphy, Commissioner
Nathan Young, 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 January 26, 2022, at 5:30 p.m. by Commissioner Bruce Crawford, 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 minute of January 12, 2022. Seconded by Commissioner Nathan Young. Passed Unanimously.

New Business:

1. Budget/Revisions to Rates: The Commissioners reviewed a couple of proposed budget printouts. Cheryl Mitchell reported that she took Commissioner Bill Murphy's budget numbers and put them into the format used in the Annual Report. A discussion took place regarding why the budget was not fully utilized in 2021 and how rate payers may question why rates are going up in 2022. Commissioner Nathan Young explained that the Precinct ended up with money not being used in the budget 2021 because some of it is variable upon the year and the Precinct was lucky in 2021 that they did not have to utilize all the budget under certain circumstances, and they may have to in 2022. Additionally, the Commissioners noted that costs of materials, contracts, utilities, etc. are going up due to inflation. Also, just because the Precinct's budget is going up the Precinct does not have to utilize the entire budget and will not use any more than is necessary, but the higher budget will ensure that in a worst-case scenario the Precinct is covered. Commissioner Bill Murphy noted that even though the budgeted number for

Special Projects is down a bit there is a project due on a state road this year which can utilize a significant amount of the proposed Special Projects budget. The Commissioners agreed that they were comfortable with \$881,000 as the proposed budgeted amount to be given at the Annual Budget Meeting. A brief discussion took place regarding rates going up 2% or 3%. A 3% rate increase over the minimum would be \$6.27 and will not total a large income increase for the Precinct. A discussion took place regarding other proposed rate changes. Also, a discussion regarding new construction took place. The Commissioners then reviewed the expenses on the proposed budget and discussed the Pennichuck contracted amount along with other non-contracted Pennichuck expenses. Additionally, they reviewed and discussed all other Precincts expenses such as fuel costs for the Precinct. **Commissioner Bill Murphy made a motion to accept the proposed budget as written and discussed. Seconded by Commissioner Nathan Young. Passed Unanimously.** Cheryl Mitchell will print the agreed upon budget proposal. A public hearing on the budget/revised rates will be held February 9th at 5:30 p.m. at 9 Woodbury Lane, Boscawen, N.H., and shall be posted at the Town Office, Town Hall, and the Precinct. Additionally, it shall be posted on the Precinct and Town of Boscawen Website. Both postings will need to occur 7 days prior to the meeting, February 1, 2022. A brief discussion took place regarding posting timelines. Before the Annual Meeting, the Warrant and Budget needs to be sent to DRA. If the Annual Meeting is on March 7, 2022, 20 days prior to that date the information must be submitted on the portal. The Annual Report with Budget must be available Tuesday March 1, 2022. Cheryl Mitchell noted that since the Annual Meeting was held late last year, the same Audit and Water Quality Report will be contained in the Annual Report. The Commissioners noted that Commissioner Bill Murphy's term expires this year.

2. Walker Pond Proceeds: Commissioner Bill Murphy noted the Precinct does not have an Investment Policy and one is needed whether a choice is made to change investments or not. Further noting the New Hampshire RSA says an Investment Policy is needed. Commissioner Bill Murphy looked at different Towns and used them as examples to create a proposed Investment Policy for the Precinct. The Commissioners reviewed the presented proposed Investment Policy document. The proposed Policy was written utilizing the Water Investment Fund and not necessarily towards money which would be placed into another account. Additionally, the proposed Policy was written towards medium to long term investments. Commissioner Bill Murphy also reported that the proposed Policy contains references to the NH RSA's which explains why each item is written within the proposed Policy. **Commissioner Bruce Crawford made a motion to accept and send the proposed Investment Policy to the Precinct Attorney, Jeff Christensen, for review and/or revisions. Seconded by Commissioner Bill**

Murphy. Passed Unanimously. Commissioner Bill Murphy will send the document to Attorney Jeff Christensen. The Walker Pond proceeds will be deposited in the Savings Account by Commissioner Bruce Crawford. Commissioner Bill Murphy reported that a closing took place last Friday for one of the Webster Walker Pond properties, but he has not heard about the other 3, 2 Absolute Title is going to manage but it is unknown when, and Marea Santos has hired McLane Middleton Professional Association, but the deed was incorrect and is being overseen by Jeff Christenson before a closing occurs. Cheryl Mitchell requested photocopies of any checks received and deposited.

3. Warrant and Rules & Regulations for 2022 Annual Meeting: Commissioner Bill Murphy questioned if there was any Rules and Regulation changes purposed to place on the Warrant. Commissioner Bruce Crawford would like to have a Policy for failed or inaccessible backflow tests. Inaccessible also includes a door lock. A Policy change can occur at any time. Commissioner Bill Murphy noted if a company is closed, they should be notified by mail or a phone call that access is needed for backflow testing. Commissioner Bruce Crawford noted that payment issues and a consistent shut off policy needs to be addressed with Pennichuck. A discussion took place regarding the need to resolve the differences in the meter programming and how the meters are being read. The Commissioners agreed that they would like all the meters reading in tens, but the problem is that every reading in hundreds must be visited to reprogram the meter which can be potentially costly.
4. Audit: Cheryl Mitchell reported that she has received the Engagement Letter from the auditor, and it needs to be signed for the audit to take place. The auditor will be picking up the materials necessary for the audit on the 31st or 1st, and Tara King of Pennichuck has stated that she will supply the auditor with the materials they need by February 1st. **Commissioner Bruce Crawford made a motion to approve having the audit performed and to sign the Engagement Letter. Seconded by Commissioner Bill Murphy. Passed Unanimously.**
5. Granite State: Commissioner Nathan Young is going to do more research but reported Granite State is trying to get everyone on the same billing cycle. Commissioner Nathan Young believes it may be a waste of money for the Precinct and is not needed so it can be discontinued. Noting that the benefits outlined for a \$400 a year fee are not utilized by the Precinct.
6. EPA: Commissioner Nathan Young reported EPA passed a fifth contaminants rule in 2021 and is requiring that more samples be given to them. The samples are due to be completed between 2023 and 2025. There are five sample sites which need samples taken from. This will need to be done every two years and It is being facilitated by a company on behalf of the EPA. The only thing needing to be

completed by the Precinct and due in December is to be registered which has been completed and submitted by Commissioner Nathan Young. Once everything is completed Commissioner Nathan Young will supply the other Commissioners with the sign-in and security questions. Also, Commissioner Nathan Young reported that the EPS has identified an Asbestos Distribution Facility on Corn Hill Road. Commissioner Nathan Young called Dean Hollins who stated sometime in the late 80's, early 90's, there was a house which contained asbestos and was demoed. Things were bagged, reported to the State, and put in the landfill before it was closed. The Facility was noted as "Other" with no address. Commissioner Nathan Young further reported he called the EPA help line regarding the Asbestos Distribution Facility and the Precinct being regarded as a Water Facility. He has not received a call back yet but would like answers to various questions about the samples, asbestos, and water facility.

7. Antivirus: Clerk, Lauren Hargrave has installed the new Antivirus, Avast, on the Office Computer.
8. Warrant: Rules and Regulations #5 on the Warrant can be removed. Cheryl Mitchell would like #6 changed from "Precinct Taxes" to "User Fees" because no money is raised through taxation is all through user fees. A brief discussion took place regarding DRA's wording requirements and if anything needs to be changed it will be flagged by them and changed.
9. Commissioner Bill Murphy reported in the Selectmen Minutes a discussion took place at the Selectmen's Meeting regarding a request for a sewage rebate for Alans Restaurant. The rebate is for a water meter that serves an ice machine only. The basis of the discussion was about not being able to do a rebate because the Chair of the Economic Development Committee did not sign off on it. It is unclear to the Commissioners what the Economic Development Committee has to do with this issue. Cheryl Mitchell reported Alans has previously been exempt from the sewage bill on the ice machine water line because it does not make sewage.
10. Likely Water Leak: Commissioner Bruce Crawford reported that Dan Wojcik of Pennichuck reported a likely water leak above or after the booster station on Water Street. Commissioners Bruce Crawford and Commissioner Bill Murphy both reported they drove by the location and did not see anything. But Pennichuck is supposed to take care of it.
11. A Few Small Things: Commissioner Bruce Crawford reported that a new Staples card has been received and he will be doing a supply run for paper, binders, and other things needed soon. Additionally, Commissioner Bruce Crawford reported that while he was in the office last week Ron Pelletier presented \$300 in cash to

him for payment on his water bill. Commissioner Bruce Crawford accepted the cash payment, found the account number for Ron and Kathy Pelletier at 130 High Street. Further, Commissioner Bruce Crawford reported that instead of putting cash in the envelope to Pennichuck, he retained \$300 cash and wrote a personal check with the information and an explanation to send to Pennichuck.

Old Business:

1. Possible Well Locations: Commissioner Bill Murphy reported that he spoke with Cerate's, and they are willing to cooperate with the Precinct. Therefore, where the likely spots for the well tests need to be identified and the Commissioners need to work with Crete's regarding planning a time for the testing and fertilization spreading. Commissioner Nathan Young reported he spoke briefly with Greg Smith about bio-spread, radius, and going forward. A discussion took place regarding several issues surrounding a new well being potentially located on Crete's property. Commissioner Nathan Young will reach out to Greg Smith and discuss planning and discussions being accomplished soon.
2. Dollar General Failed Back Flow Tests: Letter to be written.
3. Winter Shut Offs: Still have questions for Pennichuck.
4. Annual Meeting, Reports and Deadlines: Commissioner Nathan Young will write up the annual write-up for the Precinct. The Annual meeting date is set for the day before Town meeting.
5. Well field issues: access pad well 2: On hold until spring.
6. Funding for Generators from EPA/ DES: Nothing to note currently.
7. Crete Farm Possible Leak. On hold until spring.

Long-Term Projects:

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

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 6:46 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, February 9, 2022, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on February 1, 2022

Minutes approved by: _____ /s/ _____ on February 9, 2022

_____ /s/ _____ on February 9, 2022

_____ /s/ _____ on February 9, 2022