

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. on December 26, 2024, 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 November 27, 2024. Seconded by Commissioner Frank Dineen. Passed Unanimously.

New Business:

1. Lead Samples/Re-Mailing: Commissioner Nathan Young reported Commissioner Frank Dineen has been getting some lead samples out and the ones which have been received will be dropped off for testing by Commissioner Nathan Young. The process will continue in the future. Commissioner Bill Murphy reported he pulled out the envelopes which were returned and could be resent. The total which needs to be remailed is 30. Commissioner Bill Murphy will make sure the remailing process is completed.
2. McLaughlin W-9 1099: Commissioner Bill Murphy will contact McLaughlin for the W-9 1099, which the Precinct needs for accounting purposes, and in turn he will give them their payment by check.
3. Pennichuck Invoices: Commission Nathan Young reported that Cheryl Mitchell has reported to him that the Pennichuck invoices are still not being received with the necessary information which the Precinct requested. Cheryl Mitchell reported

before Pennichuck would tell the Precinct if they were going to bill the customer and how much they were going to bill the customer for. None of that information is on the invoices. Further, Cheryl Mitchell noted she does not understand why Pennichuck bills for shutting off the water at the circle, cemetery, etc. Commissioner Bill Murphy reported the invoices seem to be a little better but they are still not complete. Commissioner Nathan Young will call Pennichuck and request the necessary changes to the invoices be done.

4. Annual Meeting Date: Commissioner Bill Murphy reported the Annual Meeting date should be Monday, March 10, 2025. Cheryl Mitchell noted everything on the portal is driven by the date of the Annual Meeting. A discussion took place regarding dates and reports which need to be reported.
5. Vote for Elaine and Cheryl to Wire Transfer bond Payoff: **Commissioner Nathan Young made a motion to allow Cheryl Mitchell and Elaine Clow to wire transfer \$82,000 to pay off the bond. Seconded by Commissioner Bill Murphy. Passed Unanimously.** It was noted checks are no longer accepted and therefore wire transfer is necessary.
6. Budget Planning: Commissioner Bill Murphy questioned what the Precinct is going to do regarding charges. If the Precinct looks at a percentage regarding minimum water rates, 3% would end up being \$35 as opposed to \$34, and it would be \$6.85 from \$6.65 for the water rates. A discussion took place regarding looking at the rate sheet and clarifying specific breakdowns. Also discussed were the rates for individual studios or apartments within a structure which needs to be clarified going forward as they are separate individual units and not individual bedrooms and the water investment fee needing to be clarified relative to individual units to mimic the current verbiage as what is currently broken down in one region and not the other on the rate schedule. Further, a discussion took place regarding other fees which need to be looked at and potentially increased by a small amount. Commissioner Bill Murphy noted that according to what the Precinct has taken into date compared to what has been paid to date and it appears the Precinct is in good shape as far as expenses. A brief discussion was held regarding receivables and expenses. The rates need to be established prior to the budget hearing which is at the end of February. Commissioner Bill Murphy will work on the rates and bring it back to the other Commissioners.
7. 2025 Leak Detection: Commissioner Nathan Young reported the Precinct was approved for the 2025 leak detection so it will be done at no cost to the Precinct. Information regarding leak detection should be received by late February or early March. It was noted there were no significant leak detections during 2024.

8. Successful Strategic Planning Grant \$30,000 Grant with PBWP 50% Match (\$15,000): Commissioner Nathan Young reported the Precinct has been awarded the Strategic Planning Grant for \$30,000 with the Precinct having to match 50% which would be \$15,000. To clarify, the Precinct would have to match 50% of whatever amount utilized up to \$30,000. Commissioner Nathan Young will respond to the email stating the Precinct wants to receive the grant. There will be a public hearing held during the next regularly held Precinct meeting where a vote of acceptance will be made.
9. Rural Development Application: Commissioner Nathan Young reported he received an email regarding the Rural Development Application which he will be forwarded onto the other Commissioners. The disbursement is for the disbursement piping through Underwood putting in for the Rural Development Application. Further, Commissioner Nathan Young reported he set up a website for them with the TIN. Submit a small paragraph to newspaper in the Boscawen area circulation within 60 days when the Rural Development application is ready to submit. The submitted paragraph was read to the other Commissioners by Commissioner Nathan Young. There was a brief discussion regarding the newspaper publication and having Underwood place the ad. Commissioner Nathan Young will send a response to Underwood and request they, on behalf of the Precinct, will add a short paragraph regarding the Rural Development Loan and request they do the publication in the Concord Monitor. A discussion took place regarding the Rural Development application, financing, acceptance, and voting. Also, a brief discussion took place regarding public hearings and special meetings. The Commissioners decided that during the next regular meeting there will be a public meeting session regarding the Strategic Planning Grant. Cheryl Mitchell will have the public hearing notice posted on the Precinct website. Going forward a public hearing during a regularly held meeting should be done for any acceptance of Grants.
10. Disbursement #4 \$36,577.55 (#3): Commissioner Nathan Young reported disbursement #4 for \$36,577.55 will be coming soon. For clarification the previous disbursement was originally labeled as #5 but it was actually #3.
11. Queen Street Tank Heater: Commissioner Nathan Young reported that the Queen Street Tank large heater is installed and working. The debris from repairs have been cleaned up. There is also a manual, and another heater left at the location in case the new one dies the other one can be placed in the pit quickly. A discussion took place regarding the heat at the location, air flow, and the heater settings. Further, Commissioner Nathan Young reported he ran new conduit, new wiring to a new breaker, and anchored it to the top.

12. Woody Hollow Core and Main: Commissioner Bill Murphy reported he still has not heard back from Core and Main. Commissioner Nathan Young will continue to call them. A brief discussion took place regarding Core and Main responding.
13. Electrical December 11th: Commissioner Nathan Young reported the electrical work at the Corrosion Building was supposed to start on December 11th, however, he looked at the building today and it does not appear anything has been done. It was noted that they may have started to work at Well Houses. He will reach out tomorrow and request an update. **Commissioner Nathan Young made a motion to incur \$4,050 for the electrical work at the Corrosion Building and Well Sites. The Vendor is EIO. Seconded by Commissioner Bill Murphy. Passed Unanimously.**
14. Main Venturi Testing \$2,517.58: **Motion to accept the quote of \$2,517.58 to test the main venturi which needs to be done yearly at the Corrosion Building. Seconded by Commissioner Frank Dineen. Passed Unanimously.** Commissioner Nathan Young noted that included in the amount is Pennichuck and the testing company. It is planned to be done in 2025.
15. Backflow (Cross Connect): Commissioner Nathan Young reported that he reached out and spoke with Jason Smith from DES today regarding the Cross Connect Rules and Planning, which the Precinct refers to Backflow Rules. Jason explained if the equipment remains in the building and is intact at 151 King Street it will need to be maintained. If the equipment is removed at that time the additional backflow is no longer needed. Commissioner Bill Murphy will contact the customer.

Other Business:

1. Cheryl Mitchel noted the Precinct has never received a bill from Youngs Paving having to do with the break. Commissioner Bill Murphy will ask Gelinis about billing as Young was subcontractor for him. Cheryl Mitchell will need a bill with a December date for the books. Additionally, Commissioner Bill Murphy noted that for informational purposes RSA:32:7 covers what can and cannot be incumbered.
2. Question: What level of snow needs to be present for plowing to take place. Commissioner Bill Murphy noted that plowing did occur at the Well site and sanding was done at the booster station by Hopkinton Forestry. The Corrosion building was not sanded.
3. Commissioner Bill Murphy reported he received an email from the Precinct Attorney regarding 49 Commercial Street. A document which can be recorded

is being worked on. The issue is moving forward and upon completion closing will need to take place.

4. Commissioner Bill Murphy reported the Precinct is running low on meters and radios. Commissioner Frank Dineen will discuss Woody Hollow issue with Core and Main and at the same time purchase more meters and radios. It was suggested the label from the boxes for the radios and meters at the Precinct should be taken to Core and Main to make sure they have the Precincts correct product information. A discussion took place regarding changing out the register on the meter at Woody Hollow which has never taken place. Merrimack County was told to order a new meter, and the Precinct has not heard any update from them.
5. Corrosion Building Lights: Commissioner Nathan Young and Commissioner Frank Dineen will meet at 9 a.m. on New Years Day to change the current bulbs at the Corrosion Building into LEDs. Commissioner Frank Dineen will purchase eight more LED bulbs to change at the Precinct.

Long-Term Projects:

1. Well #4: Tabled
2. Detailed Invoices: Tabled
3. GIS: Tabled
4. Corrosion Building Generator: Tabled
5. Water Boundary, Ross Express: Tabled
6. 49 Commercial St. Agreement: Tabled

Meeting Closed:

Motion to Close the Meeting by Commissioner Nathan Young. Seconded by Commissioner Frank Dineen. Passed unanimously. The meeting was adjourned at 6:22 pm. by Commissioner Nathan Young, Chair.

Next Meeting:

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH on January 2, 2025, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on January 2, 2025.

Minutes approved by: _____ /s/ _____ on January 8, 2025

_____ /s/ _____ on January 8, 2025

_____ /s/ _____ on January 8, 2025