

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
Sarah Diggins, Pennichuck

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. of July 29, 2026, 5:30 p.m. by Commissioner Bill Murphy, Chair.

Financial Update:

Commissioners signed manifest and checks.

Approval of minutes from last meeting:

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

New Business:

1. Sarah Diggins Pennichuck, Uncollected Balance Sheet: Nathan Young explained the PBWP would like to clear out the uncollected balance sheet to a fresh starting point and clear out what will not be collected. Commissioner Bill Murphy noted there are some on the list which Sarah Diggins provided that do not even exist anymore. Sarah explained that Pennichuck has a list containing balances of \$5 and under which are typically charged off and the other is anything over \$5. ***Commissioner Ted Merrow made a motion to charge off any unpaid balances under \$25. Seconded by Commissioner Frank Dineen. Passed Unanimously.*** These will be seen as charge-offs on the system. She noted that some of them go back from 2018 and forward. She reported that at one point in 2019 there was discussion of a lien process which the Commissioners were thinking of doing. There are questions on how that is going to work as a registry lien can handle that, but at the time the thought was that if a property closed within 45 days of the bill being paid the balance would be transferred to the new owner and then on the next quarterly bill they will see a previous balance which they can take up with the

closing attorney. If this is not done then it can potentially be posted as a lien on the property. However, there are some questions as you have to consider a number of things. The list was reviewed by the Commissioners and discussions regarding individual properties took place. The total amount of uncollected is \$23,877.03. Sarah noted that there are 30 days to pay from the bill date to the due date and the report is run every 45 days therefore all the individuals who did not pay the final bill at the closings are being caught. At that point, the balance is transferred from the old owner to the new owner and the account is noted that the balance stays with the property. It was noted that the disconnect policy states that if the balance is over \$100 the customers water will be shut off. Commissioner Bill Murphy requested that Sarah send the list via email and the Commissioners will go over it and determine what accounts should be cleared. Commissioner Bill Murphy also noted that under RSA 38:22 provides for a lien against the property for unpaid water bills. Sarah Diggins provided the Commissioners with an example of a lean letter from 2019 giving notice of impending water utility liens. A further discussion took place regarding property liens. A brief discussion took place regarding the shut-off of 133 King Street. Sarah will coordinate with her staff at Pennichuck and the Boscawen Police Department to perform a check on the property.

Sarah Diggins left the meeting at 6:03 p.m.

2. Leak Detection: Nathan Young reported he received a phone call and nothing was found that the Precinct did not already know about. It was made clear that they are happy with the Precinct between the markings which were put out for them along with the GIS. It was one of the best marked out and easier systems which they had done all year long. They were going to make clear note of that with the State. There was a small leak on Elm Street, which the Precinct is already known. They also marked a hydrant knocked over on Forest Lane which Gelinas needs to fix.
3. Senses/Spectrum Licensing: Nathan Young will complete this issue tomorrow. The only thing left is to fill out paperwork. The Senses from Core and Maine met with Pennichuck and uploaded the App and went over it. Pennichuck was surprised at the usability of the App. It was noted that the Precinct has an FRN number and an FCC number for the telemetry and has nothing to do with the metering so it is unknown if it should be on the form or not. The form will allow them to be on your behalf with the FCC and to take over your licensing for the Sensus program. Nathan Young will have to review the FRN and FCC information prior to the form and make a phone call.
4. 33 Forest Lane Damaged Curb Stop: Commissioner Bill Murphy reported he, Chad, and Linwood went to the location. It has been paved over, has a small lump,

and is not disturbed. They may try to take some paving off at some point to see if it actually works. Other than that, it is unknown what the customer is speaking about.

5. 6 Forest Lane Lawn Repair From February Leak: Commissioner Bill Murphy reported the leak has been fixed and contacted the Precinct regarding fixing her lawn. It is a spot which is not that large which has some stone dust but no grass. The customer would like it fixed. Some loam and a little bit of grass seed should solve the problem. The Commissioners will ask Berkley if they can have some loam.
6. 23 Forest Lane Hydrant: Commissioner Bill Murphy reported Gelinas will do the work.
7. 103 Water Street Replace Curb Box: Commissioner Bill Murphy reported the curb box needs to be replaced but at the same time the type of pipe can be looked at. It is unknown when it will take place.
8. LSLI List Update: Nathan Young reported Commissioner Bill Murphy gave him more information today and all the information has been extracted and he will update the list again tomorrow and send it out via email. There are approximately 350 left. It was noted there is only a year and a half left so it is better to get the digging and visualizations done. There is \$60,000 grant money right now that does not come out of the budget to start the process.
9. LSLI Dig List: Commissioner Bill Murphy reported he is trying to figure out the most likely and some older houses. It was noted that if there are 5 then Gelinas should start digging.
10. LSLI Loan Document: Nathan Young reported there is a document to be signed which is a 15-page document and it is a loan agreement for the 1 million dollars with 66% forgiveness. There are 6 pages of the loan and the rest are examples of what the payment plan will look like and things of that nature. It can be used for Lead Service Line Updates, Digging, Replacement, and anything related to lead service line. If a homeowner needs to replace their line the Precinct can do the work and bill them for it and apply the 66% forgiveness on their behalf. There is 1 million dollars allotted to the Precinct once the document is signed and delivered. It was noted that the Precinct will only pay what is borrowed as it is a draw down. Other than that DES signature and the Governor's Council is a signature and a date from each Commissioner. **Commissioner Bill Murphy made a motion that the Commissioners sign the LSLI Loan Document. Seconded by Commissioner Ted Merrow. Passed Unanimously.** The Commissioners each signed and dated the LSLI Loan Document.

11. USDA Letter to FSB: Commissioner Bill Murphy reported the USDA letter was finally received and was given to Franklin Savings Bank who is happy with the letter. There will need to be a closing done and were requesting a date. Nathan Young would like to make sure that before the closing is done Sean needs to submit all the documents for USDA to approve first as it is the process which is supposed to take 30 days. Nathan Young will call tomorrow to make sure his thoughts are correct. Commissioner Bill Murphy noted that Sean Skabo reported that 4 weeks prior to closing the Precinct will have to coordinate with their council to prepare all the documents. A discussion took place regarding preparation and lead time.
12. Contract review Jeff Christensen: Nathan Young had a conversation with Jeff and Dan and Jeff made his comments and concerns. Dan's point was that he did not want the Precinct to pay Jeff and have him redo all the sections and have the Town say no. Perhaps Dan taking a look at the 4 questions Jeff asked should be answered by him. Then Jeff can make a red-line outline of what he would like to do with the contract. Jeff will not be able to work on it for a couple of weeks. But, with his red lines, the Precinct can go to the Town and show them the changes which are expected to be made to see if they have any issue with it and if necessary make appropriate changes. Then Jeff can just take a look at it and will not need to rewrite the entire contract. A discussion took place regarding the contract, participants, and USDA's. A discussion took place regarding communication with the Town regarding any changes which are made to the contract. The decision was made so that 2 of more Commissioners signatures are required to approve changes on the Sewage/Water project.
13. Takeover of Water Systems in New Streets. (Eagle Perch?): Commissioner Bill Murphy reported that he was thinking that Eagle Perch has 16 new house lots and in the end they will pay the Precinct with each new house well over \$100,000 between the WIF and the Connection Fees. Nathan Young noted this would be part of the new street takeover. If the Precinct owns a main currently and a new house goes on it is the same fees. More product is being taken on at the same fees. Something to ponder is if taking over a private system should be done according to milage or by lots. It was noted that when it comes to pipe replacement it does not matter how many houses the cost per milage is of significance. Commissioner Frank Dineen noted that Eagle Perch is plastic piping and not according to the Precinct specification's. It was confirmed that the Precinct dropped the ball on this but noted that this was the first takeover of a new street. A discussion took place regarding Eagle Perch being built as a private system rather than taken over by the Precinct. The fees involved in the easement deed

were also discussed. Further discussion took place regarding the installation and a president being set. It was determined by the next annual meeting that the rate schedule will have a per mile cost of taking over along with sizing of the pipe. If this were a private system there would have been a master meter and if it were a public system there would be ductal iron pipe. Eagle Perch was totally missing and there were non-existing fees when the development was done so if 2027 the rules and rates are updated. Eagle Perch will still need to make payment for the easement. A discussion took place regarding the blue plastic piping in Eagle Perch and it was noted that ductal iron is better in adverse conditions. Further discussion ensued. ***Commissioner Bill Murphy made a motion to be willing to take over Eagle Perch as it stands today with the current owner paying for the cost of the easement. Seconded by Ted Merrow. Passed Unanimously.*** It was noted that the current three projects are being done prior to a change in rates. They are paying the WIF fees, have been using ductal iron piping, but they do not need to do the cost per mile fee.

14. GMI Pit Account: Commissioner Bill Murphy reported he does not believe the Precinct has an account with GMI. On Eel Street there was a water main break which needed a truck load of gravel and Pennichuck goes to GMI believing there was an account. Nathan Young explained that GMI was taken over and they zero and voided everyone's previous accounts. Pennichuck left and went to 106 to get a load of gravel. Commissioner Bill Murphy noted that if the Precinct had an account with GMI it would be good not only there would be no upcharge from Pennichuck. Commissioner Bill Murphy will ask what is needed to open an account where they can bill the Precinct.
15. Cyber Policies, August 12th 10 a.m.: Nathan Young reported Primex will be coming to the Precinct at 10 a.m. on August 12th. He will meet him and there will be a 2-hour session to write out the cyber policies. The policies are required to be in the Emergency Plan. There will be drafts so they will need to be reviewed.
16. Cyber Security Training: Nathan Young reported there are multiple free cyber trainings going on for general cyber security for municipal staff, cyber security for leadership, cyber training for financial teams, incident response planning workshop, and continuity of operations workshop. Nathan Young and Commissioner Ted Merrow will attend the incident response planning workshop for the Precinct. Cheryl Mitchell will attend the cyber training course for financial teams. A brief discussion took place regarding the various training options.
17. Knight Brothers ROW/Easement: Commissioner Bill Murphy will record the Knight Brothers ROW/Easement and once it is done a copy will be sent to Knight Brothers.

18. Last Disbursal Request After Well Test Report is Complete Aug/Sept: Nathan Young explained in order for it to be submitted the next tier on the agreement needs to be completed. They technically have not finished doing the drilling section as the drilling report is not done. Once the drilling report is done the complete paperwork can be completed and submitted. The expected completion date is between August and September.
19. Hazard Mitigation Contract: Nathan Young reported there is zero chance of the Precinct getting an answer from FEMA prior you would have to make a decision on the contract to do the Hazard Mitigation Plan. The conversations with FEMA are that they like the project and do not have any issues with the project. They have never winced at the actual project itself and they have gone through the actual stipulations. Currently, the only hang up to the Precinct not qualifying was not having a Hazard Mitigation Plan. It was noted that the Hazard Mitigation Plan will help qualify for future loans. A decision needs to be made however there is no guarantee that FEMA will do it. **Commissioner Bill Murphy made a motion to sign the Hazard Mitigation Contract. Seconded by Commissioner Frank Dineen. Passed Unanimously.** The contract was signed by the Commissioners and by Nathan Young as the Coordinator.
20. Generator: PowerUp Generator should be contacted to see if it is oil pressure or a sensor. If there is a bad answer it may be worth while to get a tow behind generator to power the station plus one of the Wells. SunBelt rentals may be an option. PowerUp needs to come out and look at the current problem which Nathan Young reaches out to rentals agencies to see what kind of offer there would be for rentals. A discussion took place regarding where the generator grant stands along with current lead times. The Precinct should know within 2 to 3 weeks if they have accepted the extraordinary circumstances letter which will allow the Precinct to continue on with the loan project without it being in place. If they say no to extraordinary circumstances that is when it will be out another year.
21. Primex: Commissioner Bill Murphy will go online and do updates.
22. Chandler Street/ArcGIS Update, Training Options: Nathan Young reported Wright Pierce updated the ArcGIS at the Queen Street Tanks. Everything now lines up on the Satellite imagery, since of all the boundary's now, and she made a new layer and labeled it drains. Therefore, when you click on the drains layer they are just drains and it is easily identified as not being a water main. A discussion took place regarding mapping and what was shown compared to what was actually there. Nathan Young did ask if there is training pertaining to creating a new layer in the ArcGIS for things such as hydrants. A cost estimate will be given to the Precinct relative to a team meeting for teaching online on how to add layers. It is unknown

at this point how much the cost will be for such training. A discussion was held regarding the potential training. **Commissioner Bill Murphy made a motion to allow Nathan Young to pursue training options and costs regarding ArcGIS. Seconded by Commissioner Ted Merrow. Passed Unanimously.**

23. LGQP Well Height: Nathan Young reported he spoke with Chuck and he will come out next week or the week after and do a bunch of verifications. Total Well-height Manchester has the tool he needs. He will figure out the total Well height from the bottom of the Well. The tool is a continuity tester on a spool with markings so it can be lowered from the top and when it hits water it beeps and you can verify Well depth and how much water there actually is. He will also work through the documentation which is needed for the Large Ground Water Withdrawal Permit to be the proper height. Additionally, he will figure out if the Well height is actually getting that low how to do programming that will slow down the pump if it gets to a certain height so it does not draw down so far. It will allow the Precinct to know if the Well needs to be reconditioned because it is not recovering fast enough while running, i.e. is it underperforming. Commissioner Bill Murphy will start to make a record once the probe is reading correctly. A discussion took place regarding the Well recovery.

24. Emails: Nathan Young asked if anyone needs help getting the new email being set up on your personal computer. It was noted that it is a cloud base. Previous emails should not be used they should be totally discontinued.

25. Leak Credit 50 Jackson Street: Commissioner Bill Murphy reported a leak credit of \$330.17 that needs to be approved for 50 Jackson Street. The leak has been fixed. **Commissioner Frank Dineen made a motion to abate \$330.17 leak credit to 50 Jackson Street. Seconded by Commissioner Bill Murphy. Passed Unanimously.**

Long-term Projects:

1. Cross Connect Concord: Tabled
2. Backflows: Tabled
3. Commercial Street Right of Way: Tabled
4. Knowlton Road Project:
5. Eagle Perch Easement:
6. Capacity Study: Tabled

Meeting Closed

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Frank Dineen. Passed unanimously. The meeting was adjourned at 7:30 p.m. by Commissioner Bill Murphy, Chair.

Next Meetings:

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH on August 12, 2026, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on August 2, 2026

Minutes approved by: _____/s/_____ on August 12, 2026

_____/s/_____ on August 12, 2026

_____/s/_____ on August 12, 2026