



State of New Hampshire  
**WATER WELL BOARD**



David R. Hunt, *Water Well Contractor, Chairman*  
Peter W. Caswell, C.W.D. - P.I., *Water Well Contractor*  
Kelly M. Dobrowolski, *Pump Installer*  
Richard P. Schofield, P.G., *Staff*

Steven Garside, *Technical Driller*  
Rene Pelletier, P.G., *Dept. of Environmental Services*  
Frederick H. Chormann, Jr., P.G., *State Geologist*  
Steve Guercia, *Certified Operator, Public Member*

Final  
NH WATER WELL BOARD MINUTES

August 3, 2017

A meeting of the New Hampshire Water Well Board (“Board”) was held on August 3, 2017, in the Department of Environmental Services Building in rooms 112 & 113, 29 Hazen Drive, Concord, NH 03301.

Present were: David Hunt, Chairman  
Board Members: Peter Caswell, Kelly Dobrowolski, Steve Garside, Rene Pelletier and Rick Chormann  
NHDES Staff: Richard Schofield and Andrew Koff

Mr. Hunt brought the meeting to order at 9:40 A.M.

**Approval of Minutes:**

After Mr. Schofield provided a few edits, Mr. Pelletier motioned to approve the June 8, 2017 Water Well Board Minutes as amended by Mr. Schofield. Mr. Chormann seconded the motion and the Board unanimously voted to accept the Minutes as amended.

**Licensing Applications:**

The Board considered an application for a domestic pump installer license for Mr. Robert Peterson of Pelham, NH doing business as K & B Development LLC. Mr. Schofield reported that his application is complete and he has seven references. After discussion, Mr. Caswell motioned to approve the license application by Mr. Peterson. Mr. Garside seconded the motion and the Board unanimously voted to approve the application for a pump installer license by Mr. Peterson.

Next, the Board considered an application for a domestic pump installer’s license for Mr. Daniel Johnson with County Pump and Supply, Inc from Lunenburg, MA. Mr. Schofield reported that his application is complete and Daniel is now a co-owner of the business. After discussion, Mr. Pelletier motioned to approve the license application by Mr. Johnson. Mr. Chormann seconded the motion and the Board unanimously voted to approve the application for a pump installer license by Mr. Johnson.

**License Renewals:**

Mr. Koff provided an update on the water well contractor and pump installer license renewals. The Board discussed how to handle licensees who have yet to renew their license. There was a discussion that licenses expire on June 30 each year and any licensee who does not renew their license before June 30 is no longer licensed to perform well construction and/or pump installation until they submit a complete renewal form with the Board. The Board discussed how to better handle this situation, including additional language on the renewal form and revising the late fee.

**Probation Report:**

Mr. Schofield discussed the status of licensees who are on probation. Roth Artesian Well Drilling, Judd Goodwin Well Company and Sargent Artesian Wells recently completed their probation. The Board agreed to send them a letter to document the end of their probationary periods. Also, Faxon Well has been submitting reports monthly in accordance with the terms of the probation.

**Annual Review Responses:**

Mr. Koff discussed Tri-State Drilling & Boring's response to recent requests for well completion reports from 2016. Tri-State submitted a letter on July 24, 2017 that explained why they failed to submit well completion reports for 2016. On August 3, 2017 the Board received the paper copies of the reports from 2016. After discussion, a motion was made by Mr. Pelletier to put Tri-State Drilling & Boring's license on probation for a period of one year and to refer the lack of reporting to DES for administrative penalties. During their probation, Tri-State Drilling & Boring will be required to submit well completion reports quarterly. Ms. Dobrowolski seconded the motion and the Board unanimously voted in favor of the motion.

**DES Enforcement Report:**

Ms. Leah McKenna and Ms. Emily Jones presented a report for the Board on enforcement actions initiated by DES for violations of RSA 482-B and the rules of the Board, We 100 - 1000. The report included a general overview of the violations, DES actions, and current status of specific cases handled over the last one to two year period.

**Board Membership:**

The Board discussed upcoming changes to the Board membership. The public member seat, currently held by Steve Guercia, is open if anyone is interested. Mr. Schofield reported that he met with Mr. Scott Costa who is in the process of being appointed to the Board to replace Mr. Hunt. Mr. Koff and Mr. Schofield had an orientation meeting with Mr. Costa recently in preparation for his appointment. Mr. Garside discussed that his technical seat will be open soon and a replacement needs to be found. Mr. Bart Cushing, who was in attendance and is a technical driller, expressed interest in applying for the seat on the Board.

**Well Completion Report Forms:**

Mr. Koff updated the Board on pending changes to both the paper and electronic version of the well completion report forms. DES is able to update individual records in the well completion report database if anyone notices any data entry errors. Mr. Bart Cushing asked questions regarding the Board's review of the well completion report form and the procedure for editing well reports. Mr. Koff responded to Mr. Cushing's question by stating that only DES staff can modify well reports already in the database and only if a correction is necessary. The Board discussed that they would like to review the updated electronic version of the well completion form before it gets published to the internet.

**Legislation:**

Mr. Schofield reported that he is not aware of any changes to the status of HB298 and the bill is currently retained in sub-committee.

**Election of new chairman:**

After discussion, Mr. Pelletier nominated Ms. Dobrowolski to the chair of the Board. The motion was seconded by Mr. Chormann and the Board unanimously voted in favor of the motion.

**New Business:**

On June 16, 2017, Mr. Schofield presented the new Board rules at the New Hampshire Water Well Association annual meeting. Mr. Dan Grace was elected president, Mr. Derek Skillings was elected treasurer, and Floyd Lawyer was elected secretary. The association voted to give \$500 to the NH water festival organized by DES.

Mr. Chormann reported on staffing a part-time position to work on data entry and quality control for the water well inventory. There was a discussion about how to better fund this position in order to increase data entry capabilities of DES. The Board discussed the need to get legislation sponsored related to this.

Mr. Schofield will be presenting on the Board rules at the Granite State Designers and Installers Association at the Derryfield Restaurant on August 29, 2017.

Mr. Schofield will be retiring at the end of August. Mr. Hunt thanked Mr. Schofield for all of his years of service with the program. Mr. Schofield estimates that he has attended 144 meetings and has never missed a meeting. He has enjoyed the challenge and is proud of all that he has done to help the citizen's of the state of New Hampshire. Several past board members, including Bart Cushing, Roger Skillings, Steve Smith, and Jeff Tasker, were in attendance to wish Mr. Schofield a fond farewell from the Board.

Mr. Pelletier motioned to adjourn the meeting. Mr. Caswell seconded the motion, and the Board unanimously voted to adjourn at 11:29 A.M.

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Rene Pelletier  
Water Well Board Secretary