



State of New Hampshire  
**WATER WELL BOARD**



Kelly M. Dobrowolski, *Pump Installer, Chair*  
Peter W. Caswell, C.W.D. - P.I., *Water Well Contractor*  
Scott Costa, C.W.D. - P.I., *Water Well Contractor*  
Andrew Koff, P.G., *Staff*

Bart Cushing, *Technical Driller*  
Rene Pelletier, P.G., *Dept. of Environmental Services*  
Frederick H. Chormann, Jr., P.G., *State Geologist*  
Steve Lamb, P.G., *Public Member*

Final  
NH WATER WELL BOARD MINUTES

December 7, 2017

A meeting of the New Hampshire Water Well Board (“Board”) was held on December 7, 2017, in the Department of Environmental Services (DES) Building in rooms 112 & 113, 29 Hazen Drive, Concord, NH 03301.

Present were: Kelly Dobrowolski, Chair  
Board Members: Scott Costa, Bart Cushing, Peter Caswell, Rene Pelletier and Rick Chormann  
NHDES Staff: Andrew Koff

Ms. Dobrowolski brought the meeting to order at 9:31 A.M. The Board members introduced themselves and welcomed the public in attendance.

**Approval of Minutes:**

The Board reviewed the Minutes for the October 5, 2017 Board meeting. Mr. Cushing requested that the Minutes note that the Board agreed to request that Mr. Ferguson attend the next Board meeting. It was noted that after the last Board meeting Mr. Koff and Mr. Pelletier decided to delay inviting Mr. Ferguson to the next Board meeting until more information was obtained. Ms. Dobrowolski corrected language in another portion of the Minutes. Mr. Cushing motioned to approve the October 5, 2017 Water Well Board Minutes as amended. Mr. Costa seconded the motion and the Board unanimously voted to accept the amended Minutes. Mr. Pelletier joined the meeting at 9:37.

**Licensing Database Upgrade- Presentation on the NH Online Licensing Website**

Mr. Koff introduced Ms. Vicki Tinsley, from the New Hampshire Department of Information Technology (DoIT), who manages the license system called My License Office (MLO). This software package is used by many different types of licenses for the state of New Hampshire. Ms. Tinsley demonstrated both the administrative side and the user side of the program to the Board. It would allow licensees to renew their licenses online and pay with a credit card. This feature would be optional; licensees could still renew their licenses by sending in the paper renewal form with a check. There are many ways to customize the software to tailor it to our needs. The licenses can be searched from a website and the Board can choose what information is publically available. The cost of converting to this new platform will be covered by DES. This system will reduce the labor needed to process renewals since licensees can renew their own licenses. After the presentation by Ms. Tinsley and additional discussion by the Board, Mr. Pelletier motioned to pursue converting to this licensing system. The motion was seconded by Mr. Cushing, and the Board unanimously voted to accept the motion.

**Summary of Updates to the Online Well Completion Reporting Website:**

Mr. Koff informed the Board that DoIT has been working on changes to the online well completion reporting website. They are changing the website to make it consistent with the current paper version of the well completion report. The Board discussed removing the “GPS manufacturer” field since it is no longer important (many people use smart phones) and was originally used to help ensure that the coordinates were accurate. There was additional discussion of issues with the GPS coordinates in the database. The importance of well abandonment forms was also discussed. These forms are not as accessible to the public as the well completion reports and the Board would like to have more information on these records. Mr. Koff discussed that they are tracked and stored in a database separate from the well completion reports. After additional discussion, the Board agreed to discuss well abandonment forms at the next meeting and Mr. Koff will provide a summary of recent reports.

**License Applications:****Mr. Thomas Hydro**

The Board considered an application from Mr. Thomas Hydro, with Weston & Sampson, for a water well contractor license and a pump installer license. The Board discussed the requirements for a water well contractor license and whether or not he met the requirements based on his experience. The Board reviewed the documents he provided which indicate that he was a project manager for many water supply projects. It was not clear from the application if he meets the on-the-job experience requirements although he holds drillers licenses for other New England states. The Board agreed to ask Mr. Hydro for additional information regarding his experience.

**Mr. Andrew Stevens**

The Board considered an application from Mr. Andrew Stevens to upgrade his domestic pump installer license to an industrial pump installer license. After discussion, Mr. Pelletier motioned to approve his license application and allow him to sit for the exam. Mr. Chormann seconded the motion, and the Board voted unanimously to approve the motion.

**Probation Report:**

Mr. Koff discussed the status of licensees who are on probation. Faxon Well and Tri-State Drilling and Boring have been submitting well reports on time and in accordance with their terms of the probation. Mr. Cushing discussed the recent administrative fine for Green Mountain Well Company including the terms of the fine and recent compliance with the Board rules.

**Reporting Compliance – Ferguson Well Drilling**

Mr. Koff discussed that a letter was sent to Ferguson Well Drilling regarding missing well reports and no response was received. After discussion, Mr. Pelletier motioned to have a formal hearing to consider taking action on Mr. Ferguson’s license. Mr. Cushing seconded the motion. Mr. Cushing discussed a well that was drilled by Ferguson Well Drilling in Acworth that was observed by Mr. Koff and Mr. Schofield earlier in the year. Mr. Ferguson did not have the proper license stickers on his drill rig at the time. Mr. Rick Schofield, who recently entered the room as a member of the public member,

commented that Mr. Ferguson's son was interested in obtaining a license. The Board unanimously voted to approve the motion to have a hearing to consider taking action on Mr. Ferguson's license.

*Note that after the meeting the Water Well Program found that Ferguson Well Drilling submitted three well reports to the Board on November 27, 2017.*

### **DES Enforcement Report:**

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 an overview of the violations, DES actions, and current status of specific cases handled over the last year.

### **Amendment to HB298:**

Mr. Koff reported that the language related to pump installations was removed from HB298 in the approved amendment by the House committee. The bill has not been approved by the full House and the Board will wait to pursue any additional action with the Mechanical Board until the bill is finalized.

### **Review of draft revision to statute for individual licensing program**

Ms. Dobrowolski introduced a draft revision to the statute that would create an individual licensing program consisting of journeyman and master water well contractor and pump installer licenses. This draft was developed by the previous Board in 2016 and 2017. The Board discussed the pros and cons of licensing businesses versus licensing individuals. Mr. Cushing discussed his experience with his employees and existing regulations that impact his business. He does not see the need for this legislation at the time. Mr. Costa discussed that having a single qualified individual makes the licensee more vigilant with the work provided by the company. Mr. Caswell agreed with Mr. Cushing and Mr. Costa. Mr. Cushing discussed issues with accountability with the proposed changes. He raised a concern with requiring dug well contractors to have at least one year experience operating machinery. Ms. Dobrowolski discussed the need to bring in more revenue for the program in order to make it self-sufficient. She also believes that it is the Board's responsibility to have licensed individuals on site. There was discussion of the financial impact of the changes to the licensing structure.

Mr. Pelletier discussed looking at these changes from a non-monetary perspective. Employees benefit from being able to have a more clearly defined career path with a journeyman license. There was discussion of making the individual licensing program voluntary rather than mandatory, and reducing the experience requirements to get a journeyman license.

Mr. Schofield discussed that the law requires that individuals are licensed and that right now it is cost prohibitive for individuals to become licensed. He discussed reducing journeyman's license fees and supports requiring mandatory individual licenses. If the board does not want to do mandatory licensing, the Board should consider a voluntary program. Mr. Cushing and Mr. Costa are concerned about a voluntary program becoming mandatory overtime and are not in favor of the revision. Mr. Caswell mentioned talking with National Ground Water Association (NGWA) about their voluntary licensing program. Mr. Cushing motioned to continue discussing this topic at the next meeting. The motion was seconded by Mr. Pelletier and after discussion, the Board unanimously voted in favor of the motion to continue this discussion.

**Well Tagging Program**

Mr. Koff presented information from a recent meeting with Vermont Department of Environmental Conservation staff concerning well tagging and establishing reciprocity with the Vermont well driller program. Reciprocity with Vermont would allow license applicants who hold a Vermont drillers license to get a NH water well contractor license without having to take the NH exam. This would not affect license fees for both program and the Board would still have to approve the application with references. The Board was open to the idea of establishing reciprocity with Vermont.

Mr. Koff and Mr. Cushing briefly discussed the VT well tagging program. Mr. Chormann mentioned the benefits of the well tagging program to the public. The Board discussed some of the current issues with the well completion report database and the idea of creating a voluntary well tagging program. Water well contractors could create their own well tags with their names, phone number and a well number. This number would then be submitted to the state with the well completion report. This would help verify wells on the ground. The Board was in favor of continuing to discuss this idea at the next meeting.

**New Business****Gravel Pack Well Patent by Mr. Joe Ayotte**

Mr. Koff discussed a 2017 patent held by Mr. Joe Ayotte of the US Geology Survey for a “safe, directional, drought-resistant dug well.” The well has a 6 inch PVC casing set in a trench backfilled with crushed stone. The benefits of the design include generally lower arsenic concentrations and greater storage than a traditional dug well. The Board discussed the design details. There was also discussion of obtaining well completion reports for these wells. Mr. Koff will talk with Mr. Ayotte and see if he would like to present to the Board about the design at the next meeting.

**Well Siting Issue at Black Brook Road, Sanbornton**

Mr. Koff discussed an issue with a well siting at Black Brook Road in Sanbornton. The well was installed by Gilford Well at a different location than the septic system plan 68 feet to the septic field, and the septic designer was not notified. After discussion of this situation and applicable rules, Mr. Cushing motioned to recommend that NHDES Subsurface Systems Bureau approve a variance for the well at Black Brook Road in Sanbornton since the well construction requirements were met. There was discussion regarding the rules for septic system plans. The motion was seconded by Mr. Costa and was unanimously approved. There is concern about how Gilford Well did not follow the Board rules regarding reviewing septic plans and contacting septic designers when the well location needs to be changed.

**2018 Board Meeting Date:**

Mr. Koff discussed moving the Board meeting from Thursday April 5, 2018 to Tuesday April 3, 2018.

**DES Water Well Program Staffing**

Mr. Koff provided an update to the Board that he has been taking on additional community well siting responsibilities within the Drinking Water Groundwater Bureau. There will be a job posting soon for Mr. Schofield’s former position. This will initially be posted internally within DES and then posted externally afterwards. Mr. Koff will help onboard the new hire and will continue to be involved with the Water Well Board for the foreseeable future.

Mr. Chormann motioned to adjourn the meeting. Mr. Costa seconded the motion, and the Board unanimously voted to adjourn at 2:19 P.M.

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Rene Pelletier  
Water Well Board Secretary