

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

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on April 22, 2020 at 5:30 p.m. by Commissioner Bruce Crawford, Chair.

Approval of minutes from last meeting:

Commissioner Bill Murphy made a motion to approve the minutes of March 23, 2020 the minutes of April 8, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.

Financial Update:

Commissioners signed manifest and checks.

Gate Keys: Commissioner Bruce Crawford had 3 Gate Keys made and they were distributed to Commissioner Bill Murphy and Commissioner Nathan Young. An extra gate key was placed with all other Precinct keys.

New Business:

1. Body of an email with quote from Pennichuck to do leak detection which should take 2-3 days. Total estimated cost is \$2,598.75 to 3,577.50 depending on how long it takes. Commissioner Bill Murphy noted that having the leak detection done will give the Precinct a good defensible position and it will provide new figures for DES comes back and wants updated leak detections information. Commissioner Nathan Young noted that the leak detection estimate is a lot less of a cost than monthly billing. Commissioner Bruce Crawford noted that if nothing else, the leak detection gives more credence that the meters are the problem. Additionally, Commissioner Nathan Young stated he was going to contact Dan Wojcik of Pennichuck there is still standing water in booster station as there was 2 weeks ago. Commissioner Nathan Young noted he took off all the foam and no pipes above appear to be leaking. Commissioner Nathan Young does not know at this point if it will need significant repair costs, or if the water is coming up through the concrete floor, or if it may have something to do with the flange. Commissioner

Nathan Young will wet-vac and dry out the building to see if he can determine where the water is coming from. Further discussion was held regarding how leak detections are performed and what area encompasses. Places which are shut off should be checked at the curb stops to confirm the water is actually not being utilized illegally. ***Motion to accept was made by Commissioner Bill Murphy to accept the estimate from Pennichuck to do leak detection which should take 2-3 days. Total estimated cost is \$2,598.75 to 3,577.50. Seconded by Commissioner Nathan Young. Passed unanimously.***

2. Blowoff: Commissioner Bill Murphy reported that he emailed Dan Wojcik of Pennichuck about a blow off at Crescent Street and it was designed out of the system as it was not needed any more because of the flow.
3. List of items from past Commissioner Lorrie Carey:
 - a. Postcard template updated with new flushing date: Due to the current virus situation it is unknown when flushing's will actually occur. Additionally, placing the new flushing dates on Social Media and the PBWP website, along with requesting the Town to place the updates on their website should cover this. The Commissioners noted that inserts are expensive, and it was previously announced that the flushing's would take place in September. However, the time is still uncertain due to the COVID-19.
 - b. Abatement letter template: Tabled until next meeting.
 - c. Vulnerability Report needs to be updated: Tabled until next meeting.
 - d. Emergency Management Report to be updated: Tabled until next meeting.
 - e. Water Precinct checklist need to be updated by new Precinct Engineer: Tabled until next meeting.
 - f. GPS Mapping quote for use for DES grant: Tabled until next meeting.

Other Issues from Past Commissioner, Lorrie Carey, Cheryl Mitchell, Water Administer Consultant and Various Old & New Business Concerns:

1. Abatements: Discussion was held regarding the abatements and if they went out on the new bills. According to Commissioner Bill Murphy expressed that Pennichuck informed him that the abatements were not reflected on the current bill.
 - a. 57 Main Street \$458.59: Commissioner Bill Murphy has written a letter to the property owner regarding the abatement. The letter was reviewed by and signed by the other Commissioners. Copies were made for Pennichuck and the customer file. Commissioner Bruce Crawford will mail the original letter.

- b. 11 Eel \$757.76: Completed, however not on customer bill.
 - c. 9 & 11 Cornhill for .10 and \$192.08 respectively: Meter needs to be changed by Pennichuck. Abatement completed, however not on customer bill.
 - d. 209 King Street: \$4,500 pending signed agreement and completion and inspection of necessary work. Industrial strength garden hose over the meter sight. The Commissioners discussed this abatement request and agreed Pennichuck should check the curb stop to make sure the water is still shut off, if not it should be turned off at the curb stop. There is a penalty for a customer to turn on their own water after it is turned off in the Precinct Rules. Commissioner Bruce Crawford will contact Pennichuck.
2. 147 North Main: Commissioner Bill Murphy will call Kellie Jo Easler at the Town and discuss this property. The owner appears that his plans for the property change often. The Commissioners discussed possible property owner plans and various options regarding tapping. To be kept on the agenda.
 3. 64 Chandler Street: Discussion took place regarding the status of this project. The lot is wet, and it appears some kind of a drainage system will need to be put in place. To be kept on the agenda.
 4. Queen Street Tank Repairs: Pennichuck to make the repair and has been informed.
 5. Monthly vs. Quarterly Billing: Issue Quashed due to its astronomical price.
 6. Buck Slip Insert for 2020: Discussion took place regarding the buck slips and the expense associated with them. Additionally, a brief discussion took place with regards to if DES requires buck slips be sent and the feasibility with doubling up the information to cover on one buck slip.
 7. Bilco Hatch: Repair Completed.
 8. Hydrant Flushing & Flushing Post Card: Off the table.
 9. SCADA upgrades: Commissioner Nathan Young is in the process of reviewing.
 10. New Precinct Engineer: The Commissioners discussed if Janet Levy could give recommendations. Commissioner Nathan Young will ask the head of Engineering at the Manchester Water Department for suggestions or directions. Commissioner Bill Murphy will contact Rokeh of Chichester; however, it is unknown if he specifically is a waterworks engineer. It was noted that 90% will be reviewing customer plans.

11. Electrical Installations: Commissioner Nathan Young reported that he has spoke to Dan and Chuck and they have everything they need to proceed, and the work will probably start in approximately 6 months from now. Speaking to them both along with Dave Miller, head of Manchester Plant Commissioner Nathan Young was informed that once the new PLC is built, in place, and operating correctly, the chart records can be discontinued. Until such time they should be utilized because the current PLC is old, and all the features can not be used on the SCADA system. Commissioner Nathan Young presented a report to the other Commissioners stating the following: All the benefits will be there, low chlorine, low ph., high ph., high flow, and low flow alarms will be able to be used to notify Pennichuck and everything will be directly recorded. Commissioner Nathan Young discussed analyzers. The Precinct analyzers have been discontinued as of last year, but they are a fantastic unit and will be able to get parts for 5 years. A new unit should be planned for within the next 5 years. PH Meters are also discontinued, he can try to figure out if it is still supported and how much a new unit will cost in the future. For now, the unit is operating efficiently. Turbidimeter is a great unit but is also discontinued and he will try to figure out what support and new cost for a unit will be. The VFD's the control units for the pumps, the chemical injection, the transfer pumps, etc. Good unit but he needs to figure out how old it is to determine if it is supported. PVC there is low quality parts, but Schedule 40 is not as bad as he previously thought. Additionally, Commissioner Nathan Young reported to the left of the corrosion building door the sample building water pipe is very corroded and should be addressed soon. Discussion and questions took place with regards to Commissioner Nathan Youngs report. He will look into who the Precinct can contact to do the sampling pipe repair. Further, Commissioner Nathan Young reported that the outside the ground pit the sump pump is working well, however, the isolation valves that are on the main that the chemicals are being injected into cannot be closed due to corrosion. Discussion was held regarding how the valves could be replaced and it may be a Pennichuck job. Commissioner Nathan Young will ask Dan at Pennichuck to see if they can replace the isolation valves. Additionally, Commissioner Nathan Young reported the Emergency Shower should be run once a month and should be done by Pennichuck, he will mention this to Pennichuck. Moving on to the Booster Station, Commissioner Nathan Young reported the VFD's need to be look as well and the age needs to be determined. The VFD's did look newer than what is at the Corrosion Station. The pumps all look like they are in good shape and the good news is that the Precinct only uses one and currently have three that rotate. Therefore, if one fails there can still be a running unit and a back-up unit. He will also look to see if there is an extra one which is not hooked up and test it to see if it is functional.

12. Bow Plumbing and Heating: The furnace will be replaced on April 29th.

13. Backflow Valve testing assignment and billing: Commissioner Nathan Young will contact Dan from Pennichuck and get an answer.

14. 169 King Street/Dollar General: Commissioner Bill Murphy and Commissioner Nathan Young will visit the location and determine what is at the location for a backflow and report back at the next meeting.
15. Building Permits: Discussion was held regarding 86 Chandler Street and the trailer going into the neighboring park (Woody Hollow).
16. Cityside: Everything seems good, although it is unknown if Tara King know what is going on with the Fire Protection. Question if they have received their meters. The meters were okayed by the Commissioners. Cityside and Pennichuck need to communicate regarding the meter installations. Commissioner Bruce Crawford will request that Cheryl Mitchell locate information on Fire Protection and Private Hydrants and handle this issue.
17. Bruce Johnson and Review of Minutes: Lauren Hargrave, Clerk, sent a bunch of minutes electronically to him regarding the Walker Pond Property. A brief discussion was held to update the new Commissioner regarding the Walker Pond Property.
18. Bow Plumbing and Heating Checks: Commissioner Bruce Crawford will send one check and hold the other until the work is complete.
19. Financial Report left by Cheryl Mitchell, Administrative Consultant: The Commissioners reviewed the Financial Report and noted that there has been a lot of payments which have been received from the March billing.
20. Richard Skarinka from DES: Cheryl is to contact him directly for the Commissioners.
21. NE Waterworks updated contact info sheet: Commissioner Bruce Crawford will complete and mail with check for annual renewal.
22. Liens: Commissioner Bill Murphy reported that as long as bills continue to be sent to the customers that a lien is enforceable on the property automatically without having to register the lien with the Registry. The lien goes for 18 months after the last bill was received by the water customer. The question is should you go to a recorded lien which is an expense and is good for 6 years.
23. List of commercial entities which may or may not have backflow devices: Commissioner Bruce Crawford will request Pennichuck visit these places to see if they do or do not have backflow devices and if they do record the info to be sent to NE Backflow.
24. Queen Street Tank Repairs: Pennichuck is supposed to complete.
25. Trailer Park Meters: Previously discussed with no action taken.

26. Other Multi Unit Developments: A policy needs to be established. Commissioner Nathan Young will look into whether Manchester Water has a policy.

Financial Update:

1. Receivables: Format of report, balances, some charged interest and not others. Commissioners need an explanation of why some are charged interest and other are not. Commissioner reported that the question was asked but the Commissioners have still not received a satisfactory answer.
2. 1 Corn Hill Road: Commissioner Bill Murphy reported the last bill went to the previous owner approximately a year ago, and Pennichuck is currently billing the new owner therefore, there is a lien on the property without going to the expense to record it at the Registry. A registered lien never comes off the property and the only way it is discharged is with another filing.

Long-term Projects:

1. CIP Update: Tabled. However, it is being updated as projects are completed. Commissioner Bill Murphy suggested pulling the current CIP and working/updating it.
2. Update Emergency Plan (Per DES): Commissioner Nathan Young is reviewing.
3. Update Vulnerability Report (Per DES): Commissioner Bill Murphy will review.

Other Issues:

1. Asset Management Survey: Commissioner Bill Murphy reported that it is a voluntary survey by DES who is trying to figure out if an Asset Management Plan is in effect at your facility. Commissioner Bruce Crawford believes if the facility has a CIP then that is relatively the same as having an Asset Management Plan.
2. Meter Update: Commissioner Bill Murphy reported he has tested 13 more meters. 4 leaked and 9 checked out but are reading a little bit low. Out of the 9, 3 meters are programmed for the wrong digits on top. Therefore, the meter itself reads right but it will not read right remotely. One of the 9 actually has all the digits so the bill would be astronomical. 2 more are off by 1 digit, so they would not be reading in hundreds they would be reading thousands. Additionally, Commissioner Bill Murphy reported that most of the meters being tested have been from 2011. The first round of testing indicated that 1 from 2018, 2 from 2015, 2 from 2016, the rest are from 2011. The year there was a manufacturing problem was 2014.

Walker Pond Update: Commissioner Bill Murphy reported that there is a quirk regarding where the new Tank would go. Apparently at some point Richard Fisher built the building by the road and the Precinct owned that piece of land. The building was built on the Precinct property. Further, Commissioner Bill Murphy reported that in 1992 or 1993 somehow, they had the idea that they wanted to buy the piece of land outback, therefore making it a land swap. They swapped 1.8 Acres up on the high side along with a 100 foot right of way up to it. But in the process, they deeded the piece where the building is to Richard Fisher even though the Precinct owns the right of way. However, on the Town tax map it still shows the property as belonging to the Precinct. Commissioner Bill Murphy also present the other Commissioners with a document he prepared showing Walker Pond Land Inventory. Discussion took place regarding how deeds were reported and how measurements and descriptions in the deeds are written.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 7:10 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. On, May 13, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on April 26, 2020

Minutes approved by: _____ /s/ _____ on May 13, 2020

_____ /s/ _____ on May 13, 2020

_____ /s/ _____ on May 13, 2020