

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
Marea Santos, Public

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on May 13, 2020 at 5:30 p.m. by Commissioner Bruce Crawford, Chair.

Nonpublic:

Commissioner Bruce Crawford made a motion to enter into Nonpublic Session per RSA 91-A:3 II (d). Seconded by Commissioner Bill Murphy. Passed Unanimously.
The Commissioners entered into Nonpublic Session per RSA 91-A:3 II (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community at 5:32 p.m.

Commissioner Bill Murphy made a motion to come out of Nonpublic Session at 6:30 p.m. Seconded by Commissioner Nathan Young. Passed Unanimously.

Commissioner Bill Murphy made a motion to seal the Executive Session Minutes per RSA 91-A:3 III. Seconded by Commissioner Nathan Young. Passed Unanimously.

Commissioner Bill Murphy made a motion to enter into Nonpublic Session per RSA 91-A:3 II (d). Seconded by Commissioner Nathan Young. Passed Unanimously. The Commissioners entered into Nonpublic Session per RSA 91-A:3 II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general

Commissioner Bill Murphy made a motion to come out of Nonpublic Session at 6:35 p.m. Seconded by Commissioner Nathan Young. Passed Unanimously.

Commissioner Bill Murphy made a motion to seal the Executive Session Minutes per RSA 91-A:3 III. Seconded by Commissioner Nathan Young. Passed Unanimously.

Approval of minutes from last meeting:

Commissioner Bill Murphy made a motion to approve the minutes of April 22, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.

New Business:

1. Meter Testing Final Report: The Commissioners reviewed and briefly discussed the Meter Testing Final Report presented by Commissioner Bill Murphy. Commissioner Bruce Crawford noted that it is his belief that there is not enough meter failures to warrant a request for a refund and/or replacements from E.J. Prescott. It was further noted by Commissioner Bill Murphy that the testing was done with the meter only and not while being hooked up to a box. Additionally, Commissioner Bill Murphy noted that there are 3 additional components that could have been the possible causation of the failures. Not opposed to trying the meters out make special note on the account. Bruce need the meter reading up at the precinct to see if they are reading correctly though the box and meter, so you know you have a whole complete system.
2. Booster Station Leak: Commissioner Bill Murphy reported it does not appear that there is any further leak. Commissioner Nathan Young will keep an eye out for any leaks.
3. Precinct Engineer: Commissioners Bruce Crawford and Commissioner Nathan Young will bring recommendations to the next precinct meeting for discussion.
4. Pennichuck Issues:
 - a. Storm Drains: Commissioner Bill Murphy will contact Dan Wojcik of Pennichuck and request that the storm drains at 167 N Main Street and Crete's farm be tested as the Commissioners consider both being potential leak sites for testing. Shut-Off List for Non-Payment has previously been requested on a monthly basis and no current shut-off list has been received.
 - b. Commissioner Nathan Young reported that Dan Wojcik of Pennichuck has responded was they are going to flush the eyewash and emergency shower on a monthly basis. Additionally, the questions which the Commissioners asked Dan Wojcik about that he could not answer were forwarded by him to Tara King for answers. If Tara does not respond by Wednesday, May wanted answered by The ones he passed on to Tara King until next

Wednesday, May 20th, Commissioner Nathan Young will email Tara directly with the questions as the Commissioners cannot move forward without these questions being answered by Pennichuck.

- c. Commissioner Nathan Young will also include in his email to Tara, on top of King Street, is also going to request that all current shut-offs listed are shut-off at the respective curb stops and are checked.
5. Website Administrator Timelines for Posting or Alternative Methods of Posting: Cheryl Mitchell has previously reported that it has been difficult to have the website administrator post to the website in a timely and efficient manner. The Commissioners would like to have the minutes of the meetings posted timely on the website and would like Lauren Hargrave, Clerk to continue to email the approved minutes of the meetings to Bruce Johnson per his request.
6. Woody Hollow Trailer: A brief discussion took place regarding the new trailer in Woody Hollow. It was noted that the old trailer has been removed.
7. Commissioner Nathan Young reported the new chlorine meter will be closer to \$5000 for a new unit. However, they will service the current Chlorine meter until 2030. Further, he reported that the price for the turbidimeter unit \$4500 is a good estimate, but the current one has been discontinued for approximately 3 years at this point so they will be servicing it for another 8 years. Good news on both items is the Commissioners have time to
8. 2 Check Requests From Customers Looking for a Refund on their Credit Balances: **Commissioner Bill Murphy made a motion approve the 2 check requests from customers looking for a refund on their credit balances as outlined in an email from Sarah Diggins, of Pennichuck. Seconded by Commissioner Nathan Young. Passed Unanimously.** Commissioner Bruce Crawford will email Sarah Diggins in the morning and let her know the Commissioners decision.
9. Rate Schedule approved at March Annual Meeting: **Commissioner Bill Murphy made a motion to clarify that charges on the approved rate schedule are on a quarterly basis, not a monthly basis. Seconded by Commissioner Nathan Young. Passed Unanimously.**
10. Hydrant Accounts: Cheryl Mitchell is looking into if Pennichuck needs any other information from the Precinct to get the accounts set up for the next billing cycle.

Old Business:

1. 209 King Street: Discussion took place regarding the offer to cut the bill in half on this account for the customer. The Commissioners agreed that the offer is no longer valid, and that the customer is now responsible for the full price of the bill. Commissioner Nathan Young has contacted Pennichuck and requested that they confirm that the water at this location is shut-off at the curb stop and if it is not that it be done immediately. **Commissioner Bill Murphy mad a motion to bill 209 King Street at full price during the next billing cycle. Seconded by Commissioner Nathan Young. Passed Unanimously.**
2. Commissioner Nathan Young reported that the corrosion station piping work could be looked at by 3 companies: RH White, EJ Prescott, and Gustavo Preston. A brief discussion took place regarding the piping issue involved at the corrosion station. Commissioner Nathan Young will contact the 3 companies before the next meeting and explain the type of the job which the Commissioners want done and if each one would be willing to give a quote for the work or point the Commissioners in the appropriate direction to have the work completed.
3. Backflow Valve Testing Assignment and Billing: Waiting on Tara King to respond by Wednesday, May 20th. If she does not respond Commissioner Nathan Young will contact her again.
4. Dollar General Backflow Failure: Discussion took place regarding the Dollar General Backflow and the need for a different backflow device. It was noted that if the irrigation system does not have a fertilizer injection into it, then a regular backflow is fine. Dollar General has a regular backflow and it passed during the last backflow testing. If they do not use compressed air to winterize their irrigation system or isolate the system before winterizing their current backflow is fine. The Backflow Preventor Contractor is not going to do any more with trying to get ahold of Dollar General regarding this matter. The Commissioners agreed to keep an eye on the backflow to see if they even utilize the irrigation system. The Commissioners are additionally waiting for Tara King's response.
5. List of Commercial Entities Which May or May Not Have Backflow Devices: Waiting for answer from Tara King of Pennichuck. No answer yet.
6. Queen Street Tank: Commissioner Bruce Crawford reported that the repair to the Queen Street Tank has been done, however, there was another screen found which needed replacing. Therefore, the cost of \$4700 is going to increase.
7. Trailer Park Meters: Tabled

8. Other Multi-Unit Developments: Tabled

Financial Update:

Commissioners signed manifest and checks.

Long-Term Projects:

1. CIP Update: Tabled.
2. Update Emergency Plan (per DES): Commissioner Nathan Young is reviewing and gave the other Commissioners a brief update.
3. Update Vulnerability Report (per DES): Commissioner Bill Murphy reported it will need a lot more work done. Commissioner Nathan Young will also review the report. A brief discussion took place regarding locking the Tank hatches. Tabled.
4. Asset Management Survey (per DES): Tabled.

Cheryl Mitchell Items:

1. Private Fire Hydrant/Sprinkler Fees: Done. Quarterly as previously discussed above.
2. Update on Dollar General Backflow Issue: Done. As previously discussed above.
3. Update of locations that need Backflow Testing: Waiting on response from Tara King.
4. Renewal of Insurance with Primex: The Renewal is in the "things to pay folder" and a check should be sent in June for payment. Commissioner Bruce Crawford will try to procure a log in for Cheryl.
5. Update on Emergency Plan and Vulnerability Report: Commissioner Nathan Young reported that in the Emergency Plan page 5, local notification list, state notification list, and repair list, perhaps Cheryl would like to see if the numbers are still current or if not if she can locate the current ones. Commissioner Nathan Young will get in touch with Lorrie Carey to get a sign in for the PBWP Facebook Page so he will be able to post notices to the public immediately when needed. Discussion also took place regarding obtaining a list of customer emails which would like to be notified during an emergency and the fact that things regarding the water prescient are being posted on the Town website.
6. Construction on Chandler Street: Richard Benson was asking for information which Cheryl supplied him with.

Meeting Closed:

Motion to Close the Meeting by Commissioner Bruce Crawford. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 7:30 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. On, May 27, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on May 18, 2020

Minutes approved by: _____ /s/ _____ on May 27, 2020

_____ /s/ _____ on May 27, 2020

_____ /s/ _____ on May 27, 2020