

## 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  
John Keegan, Public

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on May 27, 2020 at 5:30 p.m. by Commissioner Bruce Crawford, Chair.

### **Financial Update:**

Commissioners signed manifest and checks.

### **Approval of minutes from last meeting:**

***Commissioner Bruce Crawford made a motion to approve the regular minutes of May 13, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.***

### **New Business:**

1. Get-Well Card for Janet Levey: The Commissioners agreed that sending Janet Levey a get-well card is appropriate. Commissioner Bill Devine will purchase the card for everyone to sign.
2. Website Domain Name & Payment: Commissioner Bruce Crawford reported the amount to renew the website domain name is somewhere around \$60 which is willing to put on his personal credit card for Precinct reimbursement if necessary. However, it was agreed upon by the Commissioners that the payment will take place once the Precinct procures a credit card so the renewal for next year will be covered automatically.
3. Precinct Credit Card: Commissioner Bruce Crawford expressed the need for a Precinct Credit Card and reported he has spoken to Nancy at Franklin Savings Bank. Nancy explained the Precinct will have to procure a credit card and not a debit card due to the sweep which takes place at the end of each day. The

Commissioners agreed and Commissioner Bruce Crawford will speak to Nancy at Franklin Savings Bank about procuring a Precinct Credit Card. ***Commissioner Bill Murphy made a motion for the Precinct to obtain a credit card. Seconded by Commissioner Nathan Young. Passed Unanimously.***

4. Primex Letter: A Commissioner needs to request access to Primex and complete insurance renewal before June 30, 2020. Commissioner Bill Murphy will get in touch with Cheryl Mitchell and complete the necessary document or documents for the renewal of the insurance.
5. Water Street Subdivision Water Availability: As far as is known right now wells will be utilized for this subdivision. However, the Commissioners agreed that a letter should be sent to the Planning Board that the Precinct can supply water and would be happy to do so. Discussion took place regarding the 3 rights-of-way between Knowlton Road and Water Street. There is a utility right-of-way off Water Street and down a bit there is a regular right-of-way going in off of Knowlton Road. Further discussion took place regarding the elevation of the lots. Commissioner Bill Murphy noted that the Planning Board should understand that there cannot be a fire hydrant in that location and that only domestic water can be supplied. Commissioner Bruce Crawford expressed that fire hydrants to the subdivision can be discussed at a later date.

#### **Old Business:**

Walker Pond Land Appraisal Update: **Nonpublic Session.**

***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 community at 5:45 p.m.

***Commissioner Bill Murphy made a motion to come out of Nonpublic Session at 6:13 p.m. Seconded by Commissioner Nathan Young. Passed Unanimously.***

#### **New Business Continued:**

##### **5:58 John Keegan entered the meeting**

6. Round About Water Infrastructure Responsibility: Commissioner Bill Murphy explained that the Town Agricultural Commission would like to run a water line at a depth where they don't have to flush or drain it and where the meter can be pulled out in the winter. in a meter pit can stay, there. Commissioner Nathan Young believes it would be sufficient if plants were watered through a tanker truck

for the first year and then allow them to grow with the rain the following years. The project of installing a water line will be an expensive project because the water line will need to be below the freeze line of 5 to 6 feet. There is a potential that an irrigation company could install a 1" plastic line because it is all downhill. The Commission also would like to know if the Precinct will fix the water line if it breaks during the winter months. The Commissioners agreed that the Precinct will not fix any breaks in the water line due to freezing or any other issue. The Precinct will supply the water but will not guarantee the maintenance of it. John Keegan explained to the Commissioners that his capacity is as Chair of Agriculture Commission. The Town Selectmen requested that as Chair he head up the Commission to beautify the traffic circle at exit 17 as a presentable entrance to the Town. A 4-page agreement which took approximately 3 years between the State and the Town to make was presented to the Commissioners. John Keegan explained his position as a novice. There were 3 major items which he wanted to clarify; First, clean off traffic circle and put clean usable soil back in. Second, not going to carry water to the circle to irrigate. Third the nearest source of water is at Fisher Avenue. He has requested from DOT to put in water line at junction of Fisher Avenue and Harris Hill and the Chief engineer from District 5 needs a proposed water service drawn on plan with similar dimensions. Additionally, the Chief Engineer is requesting an occupancy agreement and owner/operator of the water service be provided. The Commissioners explained that they will not be owner/operator as the Precincts responsibility ends at the curb stop. The Town of Boscawen would be the owner/operator as they are having the water line installed. The Precinct is allowing a tap and providing a curb stop. The Commissioners expressed concern that having a pipe at a minimal depth and being nonoperational winter. Therefore, it needs to be something that can be blown out and winterized or needs to be so deep enough so it will not freeze. If the line needs to be blown out and winterized it will require a backflow and pit. Essentially, the line will be the same as an irrigation pipe which will operate from April to October. Pennichuck can pull the meter out and it can be blown out by the Town Public Works Department. Discussion took place regarding a meter going in and out yearly and who takes on the cost of this annual process. Currently this is done with the community garden and a couple of cemeteries. In and out of meter is the Precincts responsibility and Dean Hollins of Town Public Works is responsible for blowing out the line. This process would just need to be coordinated between Pennichuck and the Town Public Works Department. John Keegan expressed thanks for the Commissioners providing clarity for him. He stated he will go back to the engineer with the information he obtained. It was also noted that if a plastic line is used that a tracer line should also be installed for dig safe purposes. Line size, color, depth, etc. should be in accordance with DigSafe specifications. Dean Hollins at the Town

Public Works Department may be able to supply the specifications to John Keegan.

### **6:39 John Keegan departed the meeting**

#### **Old Business Continued:**

2. Precinct Engineer: Commissioner Nathan Young will handle and supply more information to the Commissioners at the next regular meeting. He believes Dave Miller will be a good and educational source for the Precinct.
3. 209 King Street: Commissioner Bill Murphy does not have problem with the customers proposal; however, he suggests a probationary period for the customer and if further problems arise within a year the entire amount becomes due upon demand. Discussion took place regarding the writing of the agreement letter and its contents. It was noted that the actions of the customer where completed unnecessary and that an agreement should have been made months ago. Additionally, it was noted that the backflow device which is installed must be inspected by Pennichuck prior to the water being turned on. Commissioner Bill Murphy will write an agreement letter. The following was requested by the customer:

The leak credit of \$4,155.84 be granted and all interest be waived as. The customer reported she will send a check for \$5,480.63 (which is the balance on the account minus the proposed leak credit, the figure includes interest due).

1. Dollar General Backflow: Discussion took place regarding the backflow being appropriate because it appears there is no irrigation taking place at this time, and even if the irrigation was being utilized no fertilizer is being injected into the water. The only problem would be if it is blown out. For now, the Commissioners agreed the current backflow device is appropriate and if the irrigation system is utilized to remind Dollar General that prior to blowing out the irrigation system it should be disconnected.
2. Richard Skarinka DES: Tabled.
3. Backflow: Discussion took place regarding who should check the following commercial entities which may or may not have backflow devices.

Citgo 25 N. Main, Penacook Fiber12 N. Main, Beau Trusses Steenbeck property, Razor Auto Body 2 Water St., Kenny's Garage Rt 4, and Elektrisola Rt 4.

It was noted that Pennichuck has more authority to go into businesses and run a risk assessment of places on list. Commissioner Bruce Crawford will email Dan

Wojcik, of Pennichuck and request they 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 New England Backflow.

### **Cheryl Mitchell Items:**

1. Business Radio Licensing form: Needs to be completed and mailed with the check with a photocopy taken so it can be filed. Commissioner Bruce Crawford will take care of completing the form, photocopying, and mailing.
2. Planning Board Departmental Review Form: The Commissioners completed the form and noted that domestic water can be supplied.
3. Line of credit renewal: The Commissioners discussed the percentage rate on the line of credit being high and that there is an annual fee for renewal of the line of credit and the fact that it was initially established and accessed years ago when the Precinct was experiencing financial issues. Currently the Precinct is in good shape and the line of credit has not been utilized for the last few years. The Commissioners agreed that there is no reason to renew the line of credit at this point because they now have to sweep account which give more of a financial yield. It was noted that in the future if a line of credit is needed it can be applied for at that time. **Commissioner Bill Murphy made a motion to not renew the line of credit with Franklin Savings Bank at this time. Seconded by Commissioner Bruce Crawford. Passed Unanimously.** Commissioner Bill Murphy will contact Franklin Savings Bank and inform them of the Commissioners decision.
4. Emergency Plan: Commissioner Nathan Young has reviewed the previous Emergency Plan from 2009. He noted that there is a discrepancy in how many gallons per minute the wells are compared to the Vulnerability Study. The Emergency Plan lists as 200 gallons per minute and the Vulnerability Study lists 300 gallons per minute. Commissioner Bruce Crawford confirmed that all 3 wells are 200 gallons per minute. Commissioner Nathan Young also reported that the Plan lists the number of residence in Boscawen as 3,200 with 1,094 connections being made to the Precinct. He will contact Pennichuck to get the current number of connections as of 2020. Further, Peter being listed as the person responsible for maintaining the plan will be changed and all the Commissioners and their contact information should now be listed. Commissioner Nathan Young will update the Chain of Command: Board of Commissioners #1 updated names and phone numbers. Cheryl Mitchell listed as Administrative. Superintendent and Operator should list Pennichuck with their general phone number. The Chain of Command Responsibilities/Superintendent's responsibilities is now Pennichuck with Dan Wojcik as the contact. Clerk or Superintendent to notify large users in case of emergency, should be changed to Pennichuck as they have the contact information. Unique water customer, nursing home, jail complex, mill house, assisted living: take out "if necessary, the Superintendent will assist". Emergency

Management Local Office is 753-9188 the Town Office which will give Mark Varney's information. Health Office is the same 753-9188. Day office is the 753-9188, night office is 911. Local Newspaper 224-4287 Concord Monitor. Local Radio Station Day WEVO 228-8910. Concord General Services and Concord Water Emergency Line Commissioner Nathan Young will look up. Other should add the Boscawen Facebook Page. State Notification List numbers need to be looked up and updated by Commissioner Nathan Young. Repair/Service Notification List. Cross first off list. Electrician EII. Plumbing Bow Plumbing and Heating. Specialists add Barry Miller DLR. Soil Excavation keep. Hydrologic Consultants keep. Major Equipment 2 diesel generators, welder, repair vents (?), portable pump. System Capacity and Storage has not changed. Need to request daily average for winter and summer from Pennichuck. Verify information with Concord Water System. Commissioner Nathan Young will make the appropriate changes and supply the other Commissioners with copies to review prior to all Commissioners signing the original corrected Plan.

**Long-Term Projects:**

1. CIP Update: Tabled.
2. Update Emergency Plan (per DES): Commissioner Nathan Young working on, see above.
3. Update Vulnerability Report (per DES): Not due until next year. Tabled.
4. DES Asset Management Survey: Voluntary. The Commissioners decided not to complete the voluntary survey.

**Meeting Closed:**

***Motion to Close the Meeting by Commissioner Bruce Crawford. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 6:50 p.m. by Commissioner Bruce Crawford, Chair.***

**Next Meeting:**

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. On, June 10, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on June 3, 2020

Minutes approved by: \_\_\_\_\_ /s/ \_\_\_\_\_ on June 10, 2020  
\_\_\_\_\_ /s/ \_\_\_\_\_ on June 10, 2020  
\_\_\_\_\_ /s/ \_\_\_\_\_ on June 10, 2020