

## 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  
Sean Skabo, Merrimack County Savings Bank

Present via Zoom: Cheryl Mitchell, Administrator Consultant  
Lauren Hargrave, Clerk

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on June 10, 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 Bill Murphy made a motion to approve the regular minutes of May 27, 2020, the non-public minutes of May 13, 2020, and the non-public minutes of May 27, 2020 . Seconded by Commissioner Nathan Young. Passed unanimously.***

### **New Business:**

1. Cheryl Mitchell Items:
  - a. Knowlton Road: Discussion took place regarding Knowlton Road and how Janet Levy is concerned about the rear lot that they are subdividing off. They were told that the rear lot could not have water simply because of the elevation. They are aware of that and the lot closest to Corn Hill Road (29-2) can not have water because there is no main in front of that location. There is no problem at this time because it appears everyone is on the same page. A brief discussion took place regarding the 1 lots on Water Street that the Planning Board reviewed. They were going to do wells, but they are

within the Precinct boundary and therefore can have water, but in the application, it was stated no water was needed at these locations. The confusion is that there is a redivision of everything on Knowlton Road. Additionally, a brief discussion was held regarding the possibility of connecting the rear lot in question via Water Street. There has been no application for water received. Commissioner Bruce Crawford expressed concern regarding tax map lots being utilized by the town versus utilizing a street address. Additionally, the tax maps have not been updated. It is believed the Town of Boscawren is looking at the correct Precinct Boundary map. The Commissioners would still like to work on a letter to the Planning Board regarding what is needed from them in regard to plans is not a lot map number, but an actual street address.

Cheryl Mitchell asked the Commissioners caution on DigSafe and limitations of DigSafe. There is a lot of misunderstanding because DigSafe does not do private property. Caution construction on private property. Cheryl will write up a statement for the website and send it to the Commissioners for review prior to having it put up on the website. The Commissioners suggested looking into DigSafe website and utilizing their language.

Sean Skabo entered the meeting at 5:43p.m.

2. Sean Skabo, Merrimack County Savings Bank (MCSB): The line of credit at Franklin Savings Bank (FSB) came up for renewal and the fees and interest rates were high and the Commissioners voted to not renew the line of credit. Ken Sawyer at FSB. The Commissioners would like to look at other options from other institution and requested that Sean Skabo of Merrimack County Saving Bank come to the meeting and explain what his bank could do for the Precinct regarding a line of credit. Sean Skabo explained that MCSB would do a line of credit for the Precinct at Prime which is currently 3.25%, floating rate, \$100,000 line would be a fee of \$100 per year. There is also a UCC filing fee of \$52 and is a onetime fee. FSB fee was about \$295 for a fee and 6.5%. Sean Skabo believes even it is never used it is always good to have a line of credit for bonding or shortfalls in cash. FSB has signing for renewal done on a yearly basis and MCSB does an auto renewal and only require signings if the Commissioners change and a new signature card for the checking account needs to be made. The Precinct would be required to have a checking account with MCSB with minimum funds. May want to consider financing some upgrades which the Commissioners are considering. A brief discussion took place regarding financing and utilizing a fixed rate loan for project upgrades. The Commissioners additionally would like a Precinct Credit Card. Sean Skabo explained that can be done through MCSB sister bank Meredith Village

Savings Bank. **Commissioner Bruce Crawford made a motion that the Precinct establish a line of credit and procure a credit card through Merrimack County Saving Bank. Seconded by Nathan Young.** Cheryl Mitchell will email an electronic copy of the last audit to Sean Skabo. The payback period for the line of credit is interest only principle is paid back whenever the Precinct wants. A term note for projects was also discussed and would be beneficial because of the tax equivalent. Term notes to municipalities are tax free money so a tax equivalent is done. Sean Skabo will email Commissioner Bruce Crawford an application which needs to be signed by the Commissioners.

Sean Skabo departed the meeting.

3. Town of Boscawen Letter Regarding the Traffic Circle: The Commissioners are unsure what the Town is requesting however it appears the Town believes the Precinct will supply/donated items listing in the top portion of the letter and that the Town of Boscawen with their grant money will pay for the items listed on the bottom portion of the letter. The Commissioners confirmed that the Precinct is not donating anything. The only donation being made is the water and the installation of the meter. Commissioner Bill Murphy will email Alan Hardy regarding this matter.
4. Note on Door From Frank Merwin: Commissioner Bruce Crawford has previously spoken to him and was unable to obtain information from Frank Merwin regarding what he wanted from the Precinct. Previous notes on the door were filed in his customer folder.
5. Walker Pond Appraisal Contract: The Appraisal firm has agreed to appraise two lots, lot 6-6 and lot 6-18 on Walker Pond at a cost of \$500 each, \$1000 total, payment due upon completion of the Appraisal and it will take approximately 5 weeks. The Contract was agreed upon and signed by the Commissioners. **Commissioner Bill Murphy made a motion that the Commissioners accept and sign the Walker Pond Appraisal Contract from Capital Appraisal Associates. Seconded by Commissioner Bruce Crawford. Passed Unanimously.** The bill should be paid out of special projects in the Budget, perhaps make a new line item for Professional Services. Commissioner Bill Murphy will drop off the signed contract tomorrow to Capital Appraisal Associates.
6. Knowlton Road/Corn Hill Road Right of Way Update: Commissioner Bill Murphy questioned if the 10-inch main which was broken months ago was paid for by the customer. It is unknown at this time if the customer made payment and will have to be investigated. Commissioner Bruce Crawford will email Dan Wojcik of Pennichuck to see if the bill was ever paid by the customer. Commissioner Bill Murphy showed the other Commissioners a map and a discussion took place. If a

main breaks and it is 8 to 10 feet down it will have to be dug up and the property owner's driveway which is positioned over the main will have to be dug up because of the right-of-way the Precinct holds. The Commissioners agreed that the property owner should be notified by letter of this possible issue. Commissioner Bill Murphy will write and send the property owner the letter.

### **Old Business:**

1. Leak Detection Results: 3 leaks were discovered which is significant, at approximately 13 million gallons of water. Commissioner Nathan Young pointed out that these discoveries should bring the Precinct down closer to the 11-12% instead of the 16%. The Commissioners all agreed that it was a good idea to have the leak detection done.
2. Precinct Engineer: Commissioner Nathan Young reported that he has spoken to Dave Miller and his thoughts are that the majority of all the things which the Precinct will normally be asking him for are not things which he believes he needs liability insurance for. Dave Miller believes that if he does not require liability insurance then he can stick with \$65 hourly charge with no retainer. Additionally, Dave Miller can point the Precinct to another Engineer for larger jobs. Cheryl Mitchell explained that Dave Miller would have to have a 1099 and the IRS would require insurance from him to be considered a subcontractor. The IRS will look at him as an employee if he does not carry his own insurance. Commissioner Nathan Young will speak with Dave Miller regarding the need for Professional Liability Insurance. A brief discussion took place regarding Dave Miller filing for an LLC and Commissioner Nathan Young will also discuss this matter with him.
3. Website Domain Name & Payment/Precinct Credit Card: All taken care of.
4. Primex Letter: Commissioner Bill Murphy reported he signed up with Primex and on their website they have the exposure schedule, however, most of it does not apply to the Precinct. There are a few things which apply such as the Water Precinct Building, Booster Station, Pressure Regulator, Chadwick Hill Pump house is no longer used but is still there, the Tanks, and the Corrosion Facility. The question was/is the trailers. The Precinct no longer has the trailers. Commissioner Bill Murphy has supplied the user-name and password to Cheryl Mitchell. Payment will be held until the Precinct receives a new bill with appropriate changes.

### **Long-Term Projects:**

1. CIP Update: Tabled.
2. Update Emergency Plan (per DES): Commissioner Nathan Young working it and has sent an email to Dan Wojcik and Tara King a few days ago with questions. Commissioner Nathan Young reported he needs final questions answered and then he will email the other Commissioners the updated Plan for their review and/or revisions. First question is the product capacity of the system 864,000 per day is this figure the same. No pumps have been changed since 2009 and the figure is theoretical. Total storage 2.3 million is the same. The two remaining questions which he believes Dan Wojcik can answer is the daily average of the system in the winter and the maximum daily demand in the summer. Commissioner Nathan Young also reported that he called Concord Water they are still at 10 million gallons a day plant and they are still at 6 million gallons a day usage and he confirmed this with the plant operator. Additionally, Commissioner Nathan Young is looking for Pennichuck to provide him with the number of people and number of connections the Precinct is serving. He is looking for a certification of completion of an Emergency Response Plan page and a spot for the current Commissioners to sign.
3. Asset Management Survey (per DES): Tabled and voluntary.
4. Update Vulnerability Report (per DES): Not due until next year. Tabled.

### **Other Business:**

Commissioner Bill Murphy expressed that the last aging report numbers for 44 Corn Hill Road was \$1,300 for a quarter but it was noted that an irrigation system has been used. Additionally, 16 River Road is a trailer for \$1,700 in a quarter. Commissioner Bill Murphy questioned if the Commissioners be contacting the customers and perhaps it would be a good practice for the Commissioners to notify the customer regarding a large water consumption.

Commissioner Nathan Young would like to locate information with regards to the well site by the Veterans Cemetery. He would like to have information available as he tries to perhaps regain the well site license. He has the phone number for a contact at DES who deals with Ground Water Certification whom he will be contacting. It is unknown if another Geological Study will be required.

### **Meeting Closed:**

***Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 6:53 p.m. by Commissioner Bruce Crawford, Chair.***

**Next Meeting:**

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. On, June 24, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on June 15, 2020

Minutes approved by: \_\_\_\_\_ /s/ \_\_\_\_\_ on June 24, 2020

\_\_\_\_\_ /s/ \_\_\_\_\_ on June 24, 2020

\_\_\_\_\_ /s/ \_\_\_\_\_ on June 24, 2020