

## 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

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 July 8, 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 June 24, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.***

A brief discussion was held regarding nonpublic minutes and clarification of draft minutes.

### **New Business:**

1. Letter from Town of Boscawen re: Traffic Circle: Further clarification has been requested by the Town regarding the hold harmless clause. Commissioner Bill Murphy has the original letter from the Town and will make a copy available for the Precinct Files. John Keegan recently contacted Commissioner Bruce Crawford relative to the Precinct giving the Traffic Circle water in the letter. The previous letter of response was written by Commissioner Bill Murphy and addressed only the issues which the Town had put in their original letter. The original Town letter did not ask for water. The Commissioners confirmed that the Precinct will supply water. Discussion took place regarding meter pit vs curb stop. Commissioner Bill Murphy will write another letter to the Town and will clarify that the Precinct will

only be responsible from the curb stop, not the meter pit, and that water will be supplied by the Precinct.

2. 11 Corn Hill Road Usage and Billing: Commissioner Bill Murphy reported that PM has received her latest bill, which was not terribly high, the one before was exceedingly high. There is a question if the meter has or will be changed. Commissioner Bill Murphy will email Dan Wojcik of Pennichuck requesting that the meter be changed once Pennichuck is back working from Covid. Additionally, Commissioner Bill Murphy has emailed Tara King of Pennichuck and requested the past usage for 224 King Street. Tara King was out of the office; therefore, Commissioner Bill Murphy will wait until he receives the usage for 224 King Street and compare it to the usage at 11 Corn Hill Road. The readings for 11 Corn Hill Road are very erratic. There is a new meter which has been tested in the back of the Precinct office which can be utilized to replace her meter. After which, her removed meter can be tested to determine if it was the cause of the erratic readings.
3. Primex Coverage: Cheryl Mitchell, Administrative Consultant questioned the Primex bill amount. Commissioner Bruce Crawford reported that the Primex bill was \$6,952 in 2018; \$6,667 in 2019; and \$6,396 in 2020. Considering the Precinct has disposed of 2 trucks and the backhoe, it appears that the cost should have decreased significantly. However, it was pointed out that the insurance is for 3.5 million dollars and \$80,000 worth of overhead was disposed of. Commissioner Bill Murphy reported that it appears there is workman compensation included in the policy. Commissioner Bill Murphy has tried to email Primex and has not received an answer as of today. The Commissioners agreed that the Primex bill is appropriate and should be paid. It is believed that Pennichuck has their own liability coverage and the Precinct would like a copy which should list the Precinct as the loss payee. Cheryl Mitchell will request a copy from Pennichuck.
4. 12 Rosue Drive: KN has requested to change the payment agreement from \$77 to \$50. It has been reported by Pennichuck that the customer is catching up on the bill. The new payment agreement will include the accumulating interest and keep the bill current which would be paid up to date in 22 months. **Commissioner Bill Murphy made a motion to accept the new payment agreement of \$50 for 12 Rosue Drive. Seconded by Commissioner Nathan Young. Passed unanimously.**
5. Wellsite #4 Update: Commissioner Nathan Young reported that he has contacted the State and has received a call back from Andrew Cough of DES. He reported that a 2010 email indicates that Emery & Garrett worked siting and groundwater draw application for well #4 but did not actually do any pump test. The preliminary

approval for pump test has expired and therefore the Precinct will need to start the process from square one. Emery & Garrett should still have the reports they submitted for the Precinct to DES if the Commissioners wish to reach out to them. Alternatively, the Commissioners can do a file review of the DES records in Concord by requesting an appointment to view the files. There is no online information due to electronic filing not being utilized in 2010. Commissioner Nathan Young will forward the email as well as his response to the other Commissioners. The entire large water withdrawal permitting process was additionally sent to Commissioner Nathan Young and he will forward it along to the other Commissioners for their review. Commissioner Nathan Young reported that it sounds like Precinct received approval on Well #4 but never did pump testing. Further, it appears that all the previous testing information can be utilized to start a new application process. There is still a question as to if the Hydrological study is still good, but it appears that it is and perhaps the permitting process document will clarify this question. The emails and documents need to be reviewed by the Commissioners and then they need to set up a time to review the DES files relative to Well #4. A brief discussion took place regarding expiration of the application process and extensions. Nathan will reach out to DES again when the Commissioners come back with further questions.

Additionally, Commissioner Nathan Young reported that he spoke with Dix Bailey about the fire hydrants in Boscawen. He was given the phone number for Tim Kenney, active Fire Chief of Boscawen. Further, he reported that he called Tim Kenney a few days ago and have not heard back from him as of yet. The lowest Commissioner Nathan Young also reported that a rated hydrant goes up to 500 gallons per minute and if the Precinct is getting 120 gallons out of a hydrant it is it's not even close to the lowest rated one. If the Precinct could upgrade the Booster Station to the point where it would support an adequate flow to the hydrants the problem would be solved. Commissioner Bruce Crawford reported that the Precinct had previously looked into this option, but it was costly. Discussed took place regarding diesel fire pumps and electric fire pumps along with utilizing a tank versus pumping. Commissioner Nathan Young believes placing a tank at the end of a line is not a good idea. It was noted that if the Town of Boscawen wants a tank then it should help pay for one. Commissioner Nathan Young would like revisit looking at a fire pump for the Water Street pump location. Cheryl Mitchell reported that Tim Kenney has previously done a spreadsheet on hydrants comparing them to ISO Standards verses American Water Works Standards. She will try to locate the spreadsheet and forward it to the Commissioners. Further discussion took place with regards to hydrants being fed by a tank and hydrants being fed by a main. Additionally, a brief discussion was held regarding height/elevation. Commissioner Nathan Young questioned if a fire pump were utilized in the Booster

Station how many residences would be supplied by doing so. Commissioner Bruce Crawford reported approximately 40 customers. Further, Commissioner Nathan Young questioned what would make those 40 customers special enough to have that protection when there is a lot of other properties in Boscawen which do not have fire protection. The Commissioners also discussed the importance of daily water for all customers getting to a better place as compared to the Water Street tank or an 80,000-dollar pump being installed. There are much more important water issues to discuss prior to fire protection on Water Street. Fire Protection charges for non-customers was originally started to generate income rather than raising rates.

6. Cheryl Mitchell Items:

- a. David Silver: Commissioner Bill Murphy reported that the entire amount of his bill has been abated. The Precinct has released the 2 liens which were left. There were originally 8 liens in all, and 6 have already been released. The 2 liens were approximately \$600-700 total. Both discharges have been recorded with Merrimack County Registry via mail by Commissioner Bill Murphy due to Covid the Registry office is still not open. David Silver will continue to be charged for fire protection for the time being pending a decision on if he actually has adequate fire protection or not. Pennichuck has been informed to 0 balance his account and to start charging the \$32 fire protection fee. Tara King of Pennichuck is supposed to be back in the office today. Commissioner Bill Murphy will put together a packet with all the liens, release, and a letter regarding the abatement and fire protection. A copy of the discharge liens has been received and should be filed in the customer file.
- b. Audit: Cheryl Mitchell reported that Tara King of Pennichuck has finally given Matt, the Auditor, the information he needs to complete the audit so hopefully the completed audit will be done soon.

**Commissioner Bruce Crawford made a motion to enter 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 6:18 p.m.

**Commissioner Bill Murphy made a motion to come out of Nonpublic Session at 6:42 p.m. Seconded by Commissioner Bruce Crawford. Passed unanimously.**

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

**Commissioner Nathan Young made a motion to have the 2 properties on the Boscawen Side of Walker Pond appraised. Seconded by Commissioner Bruce Crawford.**

**Commissioner Bill Murphy made a motion that a letter be written to the Conservation Commission that if there is any interest in one property or the other, or both, that they need to make an offer. Seconded by Commissioner Nathan Young. Passed unanimously.** Commissioner Bruce Crawford will work on the Conservation Commission letter.

#### **Cheryl Mitchell Items Continued:**

- c. Generator Maintenance: Generating Solutions from South Carolina has sent the Precinct a bill for a yearly water system monitoring service. Discussion was held regarding the bill and what it pertains to. Commissioner Nathan Young will contact the company and find out what exactly the bill reflects. For now, the bill is not to be paid. Cheryl Mitchell may want to look back on the previous July 1<sup>st</sup> invoices and if she locates anything, she will scan them and email them to Commissioner Nathan Young. Additionally, Commissioner Nathan Young will contact Chuck Fritz and see if it ties in with anything he needs. Cheryl Mitchell will contact Dan Wojcik of Pennichuck and see if it ties in with anything Pennichuck needs.
- d. Website: Digsafe Laws: The Commissioners agreed that the Digsafe laws should be mentioned on the Precinct website with a link to the Digsafe website. Also, that the 811 phone number should also be included as part of the Digsafe website information. There Digsafe laws contain 29 pages and the Precinct needs to inform the customers of their responsibility regarding contacting Digsafe.

#### **Old Business:**

- 1. Leak Detection Results: Pennichuck has not fixed the second leak on Queen Street which they were going to repair last week. Commissioner Nathan Young will send an email to Dan Wojcik of Pennichuck questioning when the repair will be made.
- 2. Precinct Engineer: Commissioner Nathan Young reported that Dave Miller has started to look at his own insurance and that his searches on the internet have not

been helpful. Dave Miller is going to get ahold of a consultant who can help him determine what he needs to work as the Precinct Engineer.

3. Emergency Plan Update: Commissioner Nathan Young reported that he has received an email back from Dan Wojcik of Pennichuck. He noted that the only changes are that the population served was brought down, 2 additional cell phone numbers to put under Pennichuck for the emergency contact tree, and the 2019-2020 average numbers and the high and low both came down slightly. Additionally, the number of days storage in the system went up slightly. All the changes have been updated on the Emergency Plan by Commissioner Nathan Young.
4. Backflow Status: Commissioner Nathan Young will ask Dan Wojcik of Pennichuck for an update.
5. 109 King Street: Cheryl Mitchell reported she has had no further information requested or obtained.
6. Chandler Street: Work is taking place at the vacant lot on Chandler Street. The customer has previously inquired about water and has the information needed.
7. CIP Update: Well, Tank, Booster Station all has been discussed. It is not entirely tabled and continues to be worked on.

**Other Business:**

Zoom meetings are currently working as it is. So, it will remain as is.

**Meeting Closed:**

***Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 7:01 p.m. by Commissioner Bruce Crawford, Chair.***

**Next Meeting:**

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. On, July 22, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on July 13, 2020

Minutes approved by: \_\_\_\_\_ /s/ \_\_\_\_\_ on July 22, 2020

\_\_\_\_\_ /s/ \_\_\_\_\_ on July 22, 2020

\_\_\_\_\_ /s/ \_\_\_\_\_ on July 22, 2020