

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 22, 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 and nonpublic minutes of July 8, 2020. Seconded by Commissioner Nathan Young. Passed unanimously.

New Business:

1. 11 Corn Hill Road Water Usage Update: Commissioner Bill Murphy reported that the problem with water use and the meter at 11 Corn Hill Road is still being looked into. He requested usage on 224 King Street and usage on 11 Corn Hill Road to compare from Tara King of Pennichuck. The comparison indicated that the average quarterly use for the customer was approximately 9 at 224 King Street, compared to the average quarterly use of 13.5 on Corn Hill Road. Therefore, it appears the problem is more likely that the readings are so erratic on Corn Hill Road. Tara King of Pennichuck additionally explained that one minus number reading during a quarter for 11 Corn Hill was due to an estimated bill. A brief discussion took place as to the customers water usage and the Commissioners agreed that the main issue is the erratic meter readings which the customer, P.M.,

is terribly upset about. The Commissioner discussed changing out the meter to determine if the current meter is reading erratically or not. Commissioner Bill Murphy will contact Dan Wojcik of Pennichuck and coordinate changing the meter out. There currently is a meter out in the back of the PBWP office which has been tested and is reading correctly. The Commissioners are hopeful that by changing out the meter the customer's concerns will be resolved. The meter change needs to take place prior to winter.

2. River Road Water Pressure Issue Update: Commissioner Nathan Young reported the bacteria results arrived this morning and there is no bacteria at either house. There is also the same amount of chlorine at each house. Further, after speaking with other water colleagues, Commissioner Nathan Young feels confident that the 2-inch line has tuberculation in it which has shrunk the line down and therefore the sand in the water makes perfect sense. A constricted line with a lot of pressure on the other end pushing fast through a small hole stripping off what looks like sand and would bring it into the house. The customer in question has the same pressure as other customers, however, only has a 1.5 to 2 gallons per minute during good times which means there is such a restriction in the line that no more water can possibly be pushed through. There should be a 10 pounds pressure difference not 40 pounds pressure difference between houses. Additionally, Commissioner Nathan Young reported that he currently has a phone number for a contact person whom the PBWP should talk to at the state regarding Grants to small systems. Commissioner Nathan Young would like to speak to this individual to determine what the PBWP would or would not qualify for. Commissioner Nathan Young believes the main on River Road needs to be replaced as a 2-inch main that the PBWP has no records for, no shutoffs can be located, and no blow offs can be located, means that there is no way to clear the pipe out. Commissioner Bill Murphy pointed out that if it is a plastic line then there must be some spots within it which have metal because that is the only way tuberculation can occur. Additionally, Commissioner Bill Murphy reported that he had a conversation with Dick Hollins, former DPW Director, who originally thought the Precinct put in all the piping on River Road. He definitely remembers the Precinct putting the line in to the bottom of the hill where the blow off is but does not remember putting the line in all the way. Commissioner Bill Murphy also noted that there may be sedimentation buildup due to the low flow. Discussion took place regarding the possibility that Edgar Crete may have installed the River Road water line. Commissioner Bill Murphy noted that perhaps monitoring the pressure more closely from John's to the bottom of the hill is the first step in figuring out where the issue stems from. The Commissioners also discussed static and how it relates to demand. Further discussion took place relative to whom actually did the work and it was noted that regardless of whom did the work the Precinct is now ultimately responsible for the

lines. Also discussed if just part of the line should be corrected when it is located or if it would be better to redo the entire line to avoid further problems. Commissioner Bruce Crawford reported that there should be two curb-stops, one for each residence. Therefore, if the curb stops can be located it would most likely mean the Precinct did the work. If no curb stops can be located, then most likely the Precinct did not do the work. There is no proof who did the original work. Important to find where curb stops are because need to have them in order to shut off without shutting down the road. Commissioner Bill Murphy also mentioned that he believes the method which sounds most promising is the acoustic method which would create a pulsation in the pipe which creates a high frequency to map the pipe. Commissioner Bill Murphy will talk to Dan Wojcik of Pennichuck about locating the piping and seeing if there are any curb stops. Additionally, he will inquire if Pennichuck does pipelaying.

3. Silver Letter: Commissioner Bill Murphy presented the other Commissioners with a letter he wrote to send to Dave Silver. The Commissioners all reviewed, approved, and signed the letter which will be mailed to Dave Silver.
4. TOB Roundabout Letter: Commissioner Bill Murphy presented the other Commissioners with a letter he wrote to the Town of Boscawen regarding the roundabout. The Commissioners all reviewed, approved, and signed the letter which will be mailed to the Town.
5. Walker Pond Contract: The Commissioners received an email from Mason Donovan which they will be forwarding to the Precinct Attorney for review. A brief discussion took place regarding regular minutes, nonpublic minutes, and sealed nonpublic minutes. The Commissioners will speak with David LeFevre, Precinct Attorney, regarding nonpublic and sealed nonpublic minutes for legal advice. The Commissioners instructed Lauren Hargrave, Clerk of PBWP to send all electronic regular minutes which mention Walker Pond. The Commissioners noted that they have not solicited any offers. Bruce Johnson spoke with Commissioner Bill Murphy and made a verbal offer for property in Webster which the Commissioners did not accept. The letter sent to the Conservation Committee and 5 Rivers was briefly discussed and it was noted that the letter did not state that the Precinct was accepting an offer. It simply was giving them a heads up that the Precinct was not currently pursuing offers but, in the future, could possibly be doing so. **Commissioner Bill Murphy made a motion that Lauren Hargrave, Clerk, send Mason Donovan electronic copies of the regular minutes pertaining to Walker Pond. Seconded by Commissioner Bruce Crawford. Passed unanimously. Commissioner Nathan Young made a motion to also clarify to Mason Donovan that no proposals have been accepted or solicited. At this time, the Commissioners are looking at getting the property appraised and**

will being moving on from there. Seconded by Commissioner Bruce Crawford. Passed unanimously. Further, the Walker Pond contract for the appraisal was reviewed, signed by the Commissioners, and will be mailed. Nothing has been heard regarding the appraisals of the Webster parcels and Commissioner Bill Murphy will call for a status on those appraisals.

6. Pennichuck Invoices: Received the Invoices on the 20th which came with everything except the basic service invoice which came on the 21st. The Commissioners reviewed the following: 1. Gelinas Landscaping 87 Chandler Street replace service box and rod for water to be turned off \$2,970.00. There was no invoice from the subcontractor attached. 2. Gelinas Landscaping invoice says, repair service leak during leak detection on Park Street \$5,400.00. 3. Queen Street, repair leak, replace service box rod and leak found during leak detection \$11,815.20. The Commissioners discussed the Pennichuck 35% markup for subcontractors. The basic service invoice arrived making the bill for the month \$41,000. The Commissioners discussed needing more elaboration/explanation for these bills as they appear to be exorbitantly high. Commissioner Bruce Crawford will contact Pennichuck regarding these charges, and the bill will not be paid until the Commissioners receive an adequate explanation. Commissioner Bruce Crawford will also contact Warren Colby of Edmunds and see if he would be interested in doing the piping work and what the costs would be.

Cheryl Mitchell Administrative Consultant Items

1. Review Audit Info: Line of Credit is pending this audit completion. Credit card still pending as well. Cheryl Mitchell reported she sent an email to Matt, who is in charge of the audit, but he has not responded yet. It may be worth pursuing another company to do the audit. Cheryl Mitchell also reported that she registered for the webinar about Grants but some of the information says in order to qualify for that in particular line of Grants money would have to have been solicited from other sources. This rounds cutoff has been missed; however, she will attend to gather information for the next round of Grants. Additionally, Cheryl Mitchell reported that she has talked to Shelly from the website. Shelly has the DigSafe information on the website, but it is too small to be read and Cheryl has requested the font size be enlarged in order to get attention. Cheryl Mitchell also reported that Pennichuck is supposed to be sending her a new updated certificate of insurance. Commissioner Bruce Crawford has located the Contract with Pennichuck.

Old Business:

1. Precinct Engineer: Commissioner Nathan Young reported that he has spoken to Dave Miller and he reported that the quote for professional liability for a million

dollars will cost \$500 per year. Commissioner Nathan Young believes Dave will be proposing that the Precinct pay for the yearly insurance coverage. Dave Miller will pursue his LLC and obtain it. Then a yearly contract will need to be established with him which states the Precinct will cover his liability insurance for a year along with payment per hour (\$64/hour) when he is used by the Precinct. **Commissioner Bruce Crawford made a motion to retain Dave Miller as Precinct Engineer and pay him \$500 for his retainer along with his hourly rate. Seconded by Commissioner Bill Murphy. Passed unanimously.** Commissioner Nathan Young will get in touch with Dave Miller, have him write up the contract, and giving him an invitation to attend the next Precinct meeting.

2. Website Domain Name & Payment: Cheryl Mitchell will look for the login information to access the account and find out when the payment is due. Cheryl will do a search of emails sent to her to see if she can locate the information.
3. Knowlton Road Letter: Commissioner Bill Murphy explained he tried to track down how much it cost to do the repair. He found that Gelinas did two repairs. One Dan Wojcik of Pennichuck said had nothing to do with the repair, but the other was \$4,600 which the precinct was charged for. The Commissioners agreed that the charges should be paid for by the company who damaged the line. Commissioner Bill Murphy will write the letter and send it to David LeFevre, Precinct Attorney, for his review. Additionally, Commissioner Bill Murphy will contact Tara King of Pennichuck and have the company billed for the damage and have interest start accruing.
4. Fairbanks Tank Right of Way: Commissioner Bruce Crawford reported that he spoke with Dean Hollins who is aware that there is a gap in the ownership between the Precinct property and the end of the road. It is adverse possession anyway, but he was going to speak with Sue Baily about doing the turnaround. He also had planned on guardrails.
5. Long-Term Projects:
 - a. CIP Update: Tabled
 - b. Update Emergency Plan (per DES): Nathan reviewing, Tabled
 - c. Update Vulnerability Report (per DES): Tabled
 - d. DES Asset Management Survey: Tabled

Other Business:

Commissioner Nathan Young advised that he spoke with Chuck Fritz and they do have all the information and it is moving along. Commissioner Bruce Crawford reported that there may be security issues with the Pit by Corrosion Building, the Corrosion Building itself, along with the Pump Station. The Commissioners discussed what security issues would be involved with the Pit and the Pump Station. The Corrosion Building has chemicals so there is a security issue there. Commissioner Nathan Young will speak to Chuck Fritz about setting up some kind of security alarm system involving door contact and if the alarm can also go out to the Commissioners.

Meeting Closed:

Motion to Close the Meeting by Commissioner Nathan Young. Seconded by Commissioner Bill Murphy. Passed unanimously. The meeting was adjourned at 6:43 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. On, August 12, 2020 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on July 24, 2020

Minutes approved by: _____ /s/ _____ on August 12, 2020
_____ /s/ _____ on August 12, 2020
_____ /s/ _____ on August 12, 2020