

## 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  
Charles Niebling, Moderator (only for swearing in)

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on April 8, 2020 at 5:30 p.m. by Commissioner Bruce Crawford, Chair.

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

Minutes of March 23, 2020 were tabled until the next regularly scheduled meeting.

### **Financial Update:**

Commissioners signed manifest and checks.

### **New Business**

1. Gate Key: Commissioner Bruce Crawford provided to the new Commissioner, Nathan Young
2. Franklin Savings Bank Account: Commissioner Bruce Crawford will contact Nancy from FSB for instructions on how to proceed to add the new Commissioner and remove the outgoing Commissioner, Lorrie Carey from the FSB accounts.
3. Election of Chair for the coming year: ***Commissioner Bill Murphy nominated Commissioner Bruce Crawford as Chair. Seconded by Commissioner Nathan Young. Passed unanimously.***
4. Meeting days and dates: The Commissioners discussed the meeting days, dates, and times. The Commissioners agreed the regular meetings of the PBWP will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 5:30 p.m.
5. Leakage Report: Dan Wojcik, of Pennichuck reported to the Commissioners that the percentage of leakage is down to 16 - 18 % with all but one blow off accounted for which is Smith Steel.

6. Location of blow-off in the vicinity of Smith Steel: Pennichuck reported they cannot locate the blow-off due to the amount of steel lying around the area. Commissioner Bill Murphy reported there was an easement recorded in 1998. The easement runs under the garage on the easterly side and pretty much on the property line on the westerly side, 30 feet, the water line in the easement is approximately 10 feet off of the garage location. When a new line was put in it was skewed more at an angle to the garage. Commissioner Bill Murphy additionally reported that he has looked a blueprints for Cityside and there is no blow-off at that point. There is a valve down by the riverbank which appears to be new but nothing else has been done. The new blueprint appears that the blow-off has been eliminated because they had enough flow going through the system with all the new construction that they did not need the blow-off. It does not appear that a blow-off was running so therefore it cannot be included when calculating the percentage of water loss. Commissioner Bruce Crawford expressed his feelings that the meters are still responsible for the percentage of water loss. Additionally, Commissioner Bill Murphy reported that there are other blow-offs in the system which remain closed such as Crescent Street , across the river by the insurance building, across from Marshalls, and another location. Further discussion took place regarding current and previous blow-offs throughout the town. Commissioner Bruce Crawford will report that it is PBWP belief it has been discontinued and it is not located on the new blueprints. A brief off topic discussion took place relative to having Pennichuck check all services that are currently shut-off to make sure they have not been manually turned on my customers themselves.
  
7. RFP from Electrical Installations/SCADA: Commissioner Nathan Young reported he has reviewed the proposal and it appears the product that Electrical Installations is going to use is a great product. Further, he believes it is a good idea to put in the new UPS backup because the current one is running out of life. Commissioner Nathan Young will ask RFP if the tank levels are being recorded on the touch screen and if the charts on the wall are still being utilized as a backup. He will also ask RFP if the booster station and corrosion control both touch screens will be working together. If they are recording the data, can the chart recorders at both locations can be discontinued. This would eliminate some expenses and excess paperwork for the Precinct. Additionally, Commissioner Nathan Young needs to find out from State if PBWP is required to print something out from the SCADA system if the chart recorders are not being utilized. Commissioner Nathan Young suggested that the current touch screens be passworded to prevent system compromise. The password program does not have to be overly complicated and would give the user approximately 600 seconds of use before logoff occurs and the password is required again for access to the system. Commissioner Nathan Young believes it will be good going forward with Polling Percentages which will be an indication if there are telemetry problems. At some point the Commissioners will need to decide what percentage should be PBWP standard. The tank will be leveled, and alarms would be in working order. Commissioner Nathan Young will speak to Chuck about the VFD's at the booster station and main corrosion control

station. Additionally, Commissioner Nathan Young reported he looked at the pit and the sub-pump is working. However, down in the pit for chemical injections the valve is extremely corroded and would probably be unable to shut it off if necessary. Inside the station the tap that delivers all the water for the sampling is in really bad condition it looks like there is a backflow preventor on it, but he doubts it works. There is also 2 shut-offs handles on either side of the backflow preventor and a main shut-off for it which he also doubts is working. Commissioner Nathan Young will ask Dan Wojcik, of Pennichuck, when to last blow off was done by the booster station because there is standing water on the floor. Commissioner Nathan Young also expressed his concerns over PBWP liability if an accident were to occur and believes the eye wash protection station and emergency shower center should be run through at least once a month with a 5-gallon bucket by the Commissioners or Pennichuck. The Commissioners agreed that Commissioner Nathan Young will accomplish the once a month run through. Commissioner Nathan Young also reported that the analyzers are good, turbidimeter is a slightly older unit but the quality is good and should not stop functioning any time soon. PH Prob is quality, and the Chlorine analyzers are solid. He noted that a lot of the piping, which he believes may just be back checks, both the Caustic and the Chlorine appear to be schedule 40 backchecks. The rest of the Costa system was schedule 80. On the Chlorine side there are a few elbows which are under a constant flooding from the tank. Commissioner Nathan Yong will look into the schedule 40 issues before the next PBWP meeting and see how bad schedule 40 is. He noted that the cost to replace the schedule 40 should not be expensive. Commissioner Bill Murphy requested that Commissioner Nathan Young provide the Commissioners with a list containing all the items he discussed and his recommendations as it is a lot to digest. Commissioner Nathan Young agreed and will talk with Chuck before next meetings and the Commissioners can proceed from there. Additionally, currently their panels recording data but is there a computer which runs in the Corrosion Building, he will ask Chuck about this also. A discussion took place regarding what needs to be done to move forward in getting the PLC job going. Commissioner Nathan Young believes the PLC job should be started soon. Commissioner Bruce Crawford will speak with Cheryl Mitchell regarding the finances and where the money will be budgeted from A brief discussion was held regarding the expense and the FSB accounts along with the Operating Budget. It was noted that if the monies were used from the Operating Budget it should be from special projects. Additional discussion was held regarding if the contract should be put out to bid or if the Commissioners feel comfortable about having Electrical Installations do the work. The commissioners agreed to pursue Electrical Installations as they know the system, Pennichuck and the Precinct. No motion was made regarding this decision.

8. Swearing in of Moderator and Commissioners: 6:00 p.m. Charles Niebling, Moderator for PBWP arrived. Commissioner Chair Bruce Crawford swore Charles Niebling in as the PBWP Moderator with the Standard Oath. Charles Niebling, Moderator swore in Nathan Young and William "Bill" Murphy in as PBWP Commissioners with the Standard Oath. Oaths were signed by the Moderator,

Chair, and the other Commissioners. Commissioner Bruce Crawford, Chair, will swear in the PBWP Treasurer, Elaine Clow and PBWP Clerk, Lauren Hargrave at a later time.

9. Quote from Bow Plumbing and Heating regarding replacing the furnace in the Corrosion Building. Commissioner Bruce Crawford reported that the heat exchanger is not functioning which means a full furnace replacement is needed. The cost to replace the furnace is \$2684. Discussion was held regarding the location of the heating unit and possible bids. The Commissioners agreed to go with Bow Plumbing and not put it out to bid. ***A Motion was made by Commissioner Bill Murphy to accept the quote from Bow Plumbing and Heating to replace the furnace in the Corrosion Building. Seconded by Commissioner Nathan Young. Passed unanimously.***

#### **Old Business:**

1. Richard Skarinka from DES: Cheryl Mitchell will contact.
2. 9 - 11 Corn Hill Rd. Commissioner Bill Murphy met with the property owner and looked at the pit area which is located under the steps. He noted that if you crawl in the other side the meter it is accessible. However, taking the top step off and loosing stringers to take the whole thing off at one time is certainly an option. Commissioner Bill Murphy will contact Dan Wojcik, of Pennichuck, and coordinate the meter change when everything gets back to normal, after the virus. The property owner is happy with that solution. It is unknown what the latest meter reading.
3. 209 King Street: Tara King of Pennichuck emailed the Commissioners and indicated that Suzanne, the property owner, does not want to pay the \$4,100 bill. She agreed to pay only the \$830 does not want to pay any interest, etc. A discussion was held regarding this matter and it was noted that the customer turned the water on themselves which is against PBWP policy. Additionally, the Commissioners discussed the fact that the property owner should have a leak test on property owner side so this situation does not happen again. The Commissioners are less concerned with the interest being paid but agreed the \$4,100 and the \$830 needs to be paid along with having a backflow device and have it inspected. The Commissioners are still waiting for the property owners' action and agreed to wait a few more weeks and continue to communicate with Tara King regarding this matter. They also noted that they would be willing to talk about payment being made in 90 days after the spring cash flow has started for the business, this of course would be with the caveat that if the bill is not paid in full in 90 days interest starts to accumulate and her water could be shut-off for not following the payment agreement.
4. 167 North Main Pending: Nothing to report.

5. Hydrant Flushing: Delayed until September 2020.
6. Meter testing: Commissioner Bill Murphy reported he has completed another round of a few meter tests and presented the information to the other Commissioners for review. He noted that the first 2 tested meters appear to be in working order. The following 2 meters were tagged as running continuously. The 1<sup>st</sup> read fine and the 2<sup>nd</sup>, which was taken out of 152 North Main, appears to be truly defective. He further noted that the test was more comprehensive than the previous test as it is done with 10 cubic feet and 3 different flows. Commissioner Bill Murphy also reported that he is having a difficult time proving the meters are defective and he believes that they should continue the testing. It was noted that 2 boxes in the back contain frozen meters. Commissioner Nathan Young suggested that instead of having a short test for the meters that a month-long testing would be beneficial. However, the meters would have to be ganged together and you would have to loop. A testing site is necessary. He further explained that they could look into redoing the entrance tap for sampling at the corrosion station the test setup could be plumbed in. Further discussion took place regarding long term meter testing in the future. The first short round of testing should determine if they are potentially a problem or not. Frozen meters cannot be recalibrated or rebuilt and disposing of them will eliminate a lot of unnecessary boxes.
7. Backflow valve testing assignment and billing/ Elektrisola backflow devices and testing: A discussion was held regarding Elektrisola and the belief that there has to be a backflow device present. Currently these issues are being handled by Cheryl Mitchell.
8. Dollar General backflow failure. Wrong device: Dollar General currently has two backflow devices. If failed Irrigation Backflow, it is understandable why it was disregarded during the winter months. Only thing serviced is perhaps bathroom and perhaps a slop sink. Discussion took place regarding irrigation and the RSA pertaining to backflows. two options switch out with proper device or discontinuing backflow for irrigation. Determined had 2 devices and 1 was wrong kind. If they put high hazard on irrigation system and regular, they may be able to move high hazard and swap. If they discontinue the irrigation will be good. Requires correspondence back and forth to get this resolved. Perhaps the manager would know who to call/contact with regards to this issue. Is there correspondence for the manager of the store should be able to hunt up the chain. Question if town has contact information. Discussed sending a letter or investigate it. Bruce will get together with Cheryl to produce a letter which should indicate if the issue is not resolved water service will be shut off until it is rectified. 30 days from the date of the letter.
9. Queen Street Tank Repair: Commissioner Bruce Crawford reported that Pennichuck is having the screen made for the repair. Pennichuck questioned if they should do the installation at a cost of \$4,717.50 to handle the rental only to access the top of the tank. Additionally, Commissioner Bruce Crawford reported

that he contacted Eric and his bucket truck will not be capable of handling the repair. Eric says he can not reach it with his bucket truck. Discussion was held regarding the tank, screen, and installation, etc. It was noted that a large part of the problem is the terrain and the fence. ***A Motion was made by Commissioner Bill Murphy to accept the proposal from Pennichuck to complete the Queen Street Tank Repair. Seconded by Commissioner Nathan Young. Passed unanimously.***

10. Trailer park meters: A brief discussion was held regarding the ongoing trailer park meter issues. The Commissioners agreed that no further discussion on this matter is necessary at this time.
11. Other multi-unit developments/Adoption of policy: The Commissioners briefly discussed adopting a policy related to multi-unit developments and insisting on them having a master meter as is currently being done with trailer parks. Discussion took place regarding having 2 systems. One for the units and one for the hydrants. There is also the possibility of just having a blow off device instead of a hydrant. It was noted that Parallel Systems are difficult and the more piping you have the more potential for leaks. Currently the Commissioners have no ideas relative to adopting a policy for multi-unit developments.

#### **Financial Update:**

1. Account Balances: FSB statements arrived and were reviewed by the Commissioners. The ISC/sweep account is \$142,696.16. The Commissioners will have Cheryl Mitchell review the statements as they are not familiar with the sweep accounts and how it works and is reported.
2. Receivables: Commissioner Bruce Crawford reported he is having difficulty with the format of reports, balances, some charged interest and not others. He has spoken to Sarah at Pennichuck today with regards to his concerns and she is supposed to get back to him.
3. Monthly billing costs: Contract would be increased from \$112,956.00 to \$139,886.00. An increase of \$26,930. It was noted that monthly billing has been discussed in the past and was never implemented. The Commissioners discussed the costs associated with the monthly billing and agree that the increase is too high. Commissioner Nathan Young noted that it may be less expensive to do a ten-year cycle of the meters. Each meter costs \$144. The Commissioners agreed that monthly billing costs are not feasible. Further discussion took place regarding billing, meters, and options associated with both. Additionally, the Commissioners discussed shut-offs, liens, and the possibility of a separate mailing being sent by the Precinct warning of a pending lien. As long as the customer is informed, and automatic lien is put in place for 18 months.

## New Business Continued:

1. Cheryl Mitchell, Administrative Consultant Items:
  - a. Sign both check detail reports
  - b. Review the check for EJ Prescott, is it okay to mail? The Commissioners agreed the bill must be paid for the new meters and it is okay to mail. Cheryl Mitchell also questioned if the Commissioners are going to pursue getting more meters. The Commissioners are waiting for testing results. Discussion was held regarding reusing the used meters which are still functional.
  - c. The Commissioners all signed the authorization for Valarie Blake of Safebooks.
  - d. Is the Board in favor of releasing meters to Cityside without the easement being recorded? ***A Motion was made by Commissioner Bill Murphy to release the meters for Cityside without having the easement recorded due to difficulties recording the easement because of the current COVID-19 virus situation. Seconded by Commissioner Nathan Young. Passed unanimously.***
  - e. Backflow list: The Commissioners discussed different businesses and whether they are equipped with backflows. Penacook Fiber probably does or did, but now it is split into sections and different businesses. Pennichuck has to find out if Backflows exist and obtain the serial numbers. Citco station is questionable along with other businesses.
  - f. Mobile Home: Discussion was held regarding this issue.
  - g. Emergency Plan Update: Is on the table and will be reviewed at a later date.
  - h. Duplex at 167 North Main: Nothing new to report.
  - i. Walker Pond: The Commissioners discussed the Webster Walker Pond Property and the possibility of the sale of some property. The Commissioners also discussed the well site by the Veterans Cemetery and the potential Water Street Tank which needs to be looked at in the future. Additional discussion took place to bring the new Commissioner, Nathan Young up to date on other issues including Hydrants, etc.

**Meeting Closed:**

***Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Bruce Crawford. Passed unanimously. The meeting was adjourned at 7:40 p.m. by Commissioner Bruce Crawford, Chair.***

**Next Meeting:**

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

Minutes submitted by: Lauren Hargrave, Recording Clerk on April 18, 2019

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

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

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