

## 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, Administrative 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 January 27, 2021 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 non-public meeting minutes of January 13, 2021. Seconded by Commissioner Nathan Young. Passed Unanimously.***

### **New Business:**

1. Roundabout: Commissioner Bill Murphy presented the other Commissioners with a letter to the Roundabout Committee: Basically, the Commissioners concern is that they agreed to provide water to the roundabout thinking that it would not utilize a large amount of water. However, the last minutes of the Roundabout Committee indicated there will be 15 sprinkler heads in the 70-foot circle, which is excessive. The letter presented advises the Roundabout Committee that water will be provided but that it will be a budgeted amount. When they use the budgeted amount during the season, and it is exhausted the town will be required to pay for the additional water. Commissioner Nathan Young noted the Roundabout Committee can determine which plants to place in the roundabout and if they know they must stay within a budget they should be able to choose the plantings accordingly. Commissioner Bill Murphy noted it is a high-profile location and it will not be good public relations if sprinklers are running frequently as water users may

see it as being unnecessary and unfair. Discussion was held regarding a ground moisture sensor. Further it was noted that if the Precinct is voluntarily asking people to reduce water and the sprinklers are in use there will be an issue with customers. To avoid any ill will perhaps the sprinkler system should run at 3:00 a.m. The Commissioners agreed to send the letter as is and see what response they receive back before mentioning the other issues discussed. **Commissioner Bill Murphy made a motion to approve the letter as presented. Seconded by Commissioner Nathan Young. Passed Unanimously.** The Commissioners signed the letter, and it will be mailed tomorrow.

2. Pennichuck Statement: Commissioner Bruce Crawford noted there was couple of items with markups which are in question. A bill for Carus Corporation for chemicals was billed from Pennichuck for \$4,296.00 when the actual cost was \$3,182.00. Commissioner Nathan Young noted that the bill is most likely the phosphate which he later confirmed. Commissioner Bill Murphy questioned if Pennichuck had to be there to accept the chemicals and it was confirmed that yes, they show up for chemical deliveries and the Precinct is charged for their worker's time. Cheryl Mitchell reported that Carus Corporation is not a company the Precinct has dealt with before. She will contact a Carus Corporation sales representative and see if direct payment can be made instead of going through Pennichuck. Next, Commissioner Bruce Crawford noted that he was under the impression that Electrical Installations billed the Precinct. However, the Pennichuck bill shows that the original charge from EII was \$990.00 and with Pennichuck's upcharge the bill totaled \$1336.50. It was noted by the other Commissioners that this was for an emergency call for the well and included EII, Barry Miller, and Pennichuck all there at the same time so the bill appears to be appropriate.
3. Dan Wojcik Email: The Commissioners received an email sent by Dan Wojcik of Pennichuck relative to the repair work for the chemical feed injections and re-piping so there is no off-gas contamination between the phosphate and the chlorine, as well as the scrapping, painting and redoing of the paint that has peeled off the station down to the concrete. **Commissioner Nathan Young made a motion to approve the repair work as noted in Dan Wojcik's email. Seconded by Bill Murphy. Passed Unanimously.** Commissioner Nathan Young will contact Dan Wojcik.
4. Walker Pond Snowplowing: Commissioner Bruce Crawford reported the Precinct received a letter requesting the Precinct share in the cost of the road snowplowing at Walker Pond. **Commissioner Bruce Crawford made a motion to not contribute to any costs related to snowplowing at Walker Pond. Seconded by Commissioner Nathan Young. Passed Unanimously.** It was also noted that according to the Precincts deed there is no requirement regarding this matter.

5. River Road Leak: Commissioner Nathan Young reported that Commissioner Bill Murphy found a leak down on River Road. There is clearly a break in the line approximately 500 to 550 feet down from where all the repair work was done. Commissioner Nathan Young spoke with Dan Wojcik on how to proceed. Dan has the address of the affected houses and Martha Cretes' house and they have left a message for her today letting her know that she has 7 days to schedule a repair for the leak and that if the leak is not repaired that the water will be shut off. Commissioner Bill Murphy noted that there clearly will be some discussion regarding this matter depending on how it is decided to view the line. What part of the line is the private part? What part should be repaired? The  $\frac{3}{4}$  inch part or the whole thing because the whole thing is substandard. Dan Wojcik suggested that the Precinct consider the private line where they connected to the blowoff. He also indicated that curb stop will need to have meter pit installed. The entire line should be monitored, and Marth Crete should be billed directly for any difference between that meter and the two houses at the end of the road. This will protect the Precinct in the future and have a clear marking of where the private line begins. Commissioner Bill Murphy pointed out that in RSA 38:22 III the key phrase is emergency, and that the Precinct must be careful of doing work on a private line. Discussion took place regarding future leaks and the current low water pressure at the 2 end houses. Commissioner Nathan Young will ask Dan Wojcik the price of a meter pit and other questions pertaining to the meter size. Cheryl Mitchell suggested getting a letter from Peter Miner to keep on file stating that it is a private line and that the work was done by Edger Create. Commission Nathan Young will reach out to Peter Miner for something in writing.
6. Annual Meeting Date: Gov's Exec Order: Commissioner Bruce Crawford noted that he spoke with Charlie Niebling over the weekend and at the time he was unaware that the Governors Executive Order #83 which basically takes the content/high points of Senate Bill #2, which has stalled in the House, and does it by Executive Order. Commissioner Bruce Crawford further noted that he believes the Order allows an extension of the annual meeting out to July. It was noted that if the Commissioners want to go ahead with the regular annual meeting schedule, they need to get everything done to post in time. Discussion took place regarding social distancing and only allowing registered voters, the question is if you can limit public forum. Commissioner Bill Murphy will discuss with Alan Hardy to see if the Town Hall can be used for the meeting. Commissioner Bill Murphy will also send a sample warrant article to the Precinct attorney for his comments/suggestions.
7. PLC Upgrade: The Precinct is anticipating a \$70,000 plus bill coming from Electrical Installations, Inc. (EII). Discussion took place regarding which budget line and budget year the money would come out of. **Commissioner Bruce**

***Crawford made a motion to incur the funds from last years budget to pay for the PLC Upgrade. Seconded by Commissioner Bill Murphy. Passed Unanimously.*** Commissioner Nathan Young will call Chuck at EII tomorrow to find out the total amount of the bill.

8. Cheryl Mitchell Items: Cheryl Mitchell reported she has been in touch with the auditor and is starting to get paperwork together because it is going to be done remotely. Commissioner Bruce Crawford will have to sign bank confirmation letters which the auditor will be sending soon. Safebooks has 1099 printed and they should be in the mail soon along with Elaine Clows W2.

### **Old Business:**

1. Transfer Switch: Commissioner Nathan Young noted that the Commissioners had approved to have Powers do the job. Further, he reported that he received email correspondence from Powers confirming receipt of the Precinct's payment and contract and they have ordered the transfer switch.
2. Emergency Plan: Commissioner Nathan Young reported he heard back from Stephanie at DES regarding the Precinct's Emergency Plan which was turned in and she had a few issues with it. Commissioner Nathan Young has corrected those issues but has not sent it back yet. He noted that DES put the Precinct at population of over 3300 people. It was noted that based on 2.5 people per connection the Precinct is under the 3300. However, instead of using the 2900 people, which is the town's population, DES has the population density of the Precinct set at 4000 due to the Nursing home and Corrections Facility. A population of over 3300 means that there is more work required from DES. Changes noted were some of the RSA's referred to in the Plan have changed, some of the bureau names have changed, and Concord in needed to be added as an emergency contact due to them being a neighboring water district. Commissioner Nathan Young will resubmit the corrected Plan unsigned for her review. Once Stephanie says the Plan is good Commissioner Nathan Young will submit it to the other Commissioners for signature before the final submission to DES.
3. Leins:
  - a. 20 High Street: Commissioner Bill Murphy reported that he heard back from the lawyer who told him that for the town to say the house is uninhabitable and evict the people is difficult to do. The attorney also confirmed that if the Precinct wants to shut service off for nonpayment that it certainly can. At this point shutting the water off will help with the situation. Commissioner Nathan Young pointed out that if the water is not shut off and the building is

still so unkept there could be a potential for another leak to happen. If another leak does occur how much revenue will be lost. Commissioner Bruce Crawford noted that he is not sure how the past leak was fixed. Placing a lien on the property is the Precinct's only ramification for collecting the debt when the property changes hand. The Commissioners are all still in favor of shut off and agree that a notice should be sent and dated a few days ahead of the 14-day notice within the notice. The notice will also give the date of disconnection and the Boscawen police should deliver the letter. Currently Commissioner Bill Murphy does have a lien prepared for this property; however, he did not bring the liens for signature and noted that there is an automatic lien already on the property. **Commissioner Nathan Young made a motion to proceed with the notification of shutoff and continue with shutoff after the 14-day notice. Seconded by Commissioner Bruce Crawford. Passed Unanimously.** Commissioner Bill Murphy will write the notice.

- b. 9 Birch: A lien is prepared for signature by Commissioner Bill Murphy.
  - c. 2 Fessenden and 11 Berle Drive: 2 Fessenden and 11 Berle Drive has been vacant for a while, but the Town owns them. 2 Fessenden had the water line froze and somehow the water was turned off. Commissioner Bill Murphy had a conversation with Alan Hardy of the Town and explained that there was a significant water bill, and that the property has lien on it. Alan Hardy told Commissioner Bill Murphy that if the Town were given a bill for each they would be paid. One bill is for \$613 and the other for \$174 totaling \$787. Commissioner Bill Murphy will send the bills to the town.
4. Budget: Cheryl Mitchell sent the Commissioners a worksheet to work on. The biggest thing in the budget is the Pennichuck contract amount which needs to be nailed down. Commissioner Nathan Young needs to get quotes for the cost of the Corrosion Building upgrades for next year. Commissioner Nathan Young noted that the upgrades would be checking the seals on the tanks and correcting the inlet sample line that is corroded and damaged. The Commissioners should also think about building a wall to separate the chemicals and electrical equipment and maybe some type of change in the ventilation system. Discussion took place regarding the Corrosion Buildings problems and other potential options for addressing the existing problem. Commissioner Nathan Young will also speak with Dan Wojcik and find out if the Precinct needs to have Barry Miller reclaim another well this year.
  5. PBWP Regs & Rates for Annual Meeting: Commissioner Nathan Young presented the Commissioners with a copy of the entire regulation for Manchester and noted

that Article 8 on page 11 is the discontinuation of service policy. Commissioner Bruce Crawford is concerned concern with the Precinct's Rules and Regulations specifically the impact fee for hydrants. Further discussion was held relative to the Hydrant Impact Fee. Commissioner Nathan Young will send the Commissioners a link to Manchester's fee schedule for review. The Commissioner agreed they will discuss a date for the Annual Meeting at the next Regular Meeting.

6. 41 Tremont Street/ Norac Way & 147 North Main Street: Commissioner Bill Murphy reported that the radio has been installed in the meter pit cover so Pennichuck should be getting readings. Additionally, Commissioner Bill Murphy noted he has not heard anything from Dave Caron or his attorney regarding 147 North Main Street.
7. Vulnerability Report: Commissioner Nathan Young reported that DES sent a letter which indicates that their records show PBWP serves over 3300 which means that your utilities are subject to additional requirements under the American Water Infrastructure Act (AWIA). This is a federal requirement and is separate from Emergency Plan. PBWP is required to conduct a Risk and Resilience Assessment incorporated the results of the assessment to update the Emergency Plan and verify to the EPA that the work has been completed. It should be sent separately to the AWIA to CWS owners and operators. Commissioner Nathan Young will ask Stephanie of DES if this refers to the Vulnerability Report or if this is different.

**Meeting Closed:**

***Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 7:34 p.m. by Commissioner Bruce Crawford, Chair.***

**Next Meeting:**

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, February 10, 2021 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on February 3, 2021

Minutes approved by: \_\_\_\_\_ /s/ \_\_\_\_\_ on February 10, 2021

\_\_\_\_\_ /s/ \_\_\_\_\_ on February 10, 2021

\_\_\_\_\_ /s/ \_\_\_\_\_ on February 10, 2021