

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 February 10, 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, non-public, and sealed non-public meeting minutes of January 27, 2021. Seconded by Commissioner Nathan Young. Passed Unanimously.

New Business:

1. Budget: Commissioner Bill Murphy presented the other Commissioners with a finalized proposed budget for 2021. The proposed budget is increased by \$31,244.00, which is 3.8%. It was noted that if the actual costs are approved for the 2021 rates then the Pennichuck bill should decrease. The new service connection fees may be a bit high at \$35,000. while on last year's actual budget it was approximately \$57,500, and special projects went up to \$135,000. The annual proposed budget for 2021 totals \$850,350. It was noted that the Town of Boscawen's 2021 proposed budget is up by over 5%. ***Commission Bill Murphy made a motion to approve the proposed 2021 budget as submitted. Seconded by Commissioner Nathan Young. Passed Unanimously.***
2. Rates: Commissioner Bill Murphy reported that the base rate will increase from \$32 to \$33 quarterly and the actual rate increased from \$5.98 to \$6.09, a 2%

increase. The rest was utilizing actual costs with a few other minor changes. It was noted that the 2021 budget was built around the rate change. **Commissioner Nathan Young made a motion to present the 2021 proposed rates to the rate payers at the 2021 Annual Meeting for approval. Seconded by Commissioner Bill Murphy. Passed Unanimously.**

3. Amendment to Hydrant Policy: Commissioner Bruce Crawford presented the other Commissioners with a draft of changes to the Hydrant Policy. Commissioner Nathan Young noted the new fee will need to be added to the 2021 rate schedule. The amendment will be added to the Rules and Regulations and on Schedule B-1 Fee Schedule Connection Fees for privately owned hydrant is \$4,000 per unit and Precinct owned hydrant is \$10,000. The other change is for equipment charges and backhoe rates is left over from when the Precinct had their own equipment. This will be changed to 110% of actual cost . Bill noted the Precinct does not have any peripheral costs so 110% is feasible. Commissioner Bill Murphy approved of draft and Commissioner Nathan Young agreed. **Commissioner Bill Murphy made a motion to accept the Amendment to the Hydrant Policy as presented and add it to the rate schedule. Seconded by Commissioner Nathan Young. Passed Unanimously.**
4. Letter to the Conservation Commission Regarding Pond Land: Commissioner Bill Murphy provided a letter to the Conservation Commission stating that the Precinct will sell the parcel of land on Walker Pond; lot 74 map 45 and lot 78 map 45 for conservation purposes. The lots consist of over 29 acres for one and 53 acres for the other. The land is being offered at fair market value based upon a conservation price of \$40,000 for the pump house parcel and \$50,000 for the back parcel. **Commissioner Nathan Young made a motion to send the proposed letter to the Conservation Commission for them to review and decide upon. Seconded by Commissioner Bill Murphy. Passed 2-1; Commissioner Bruce Crawford opposed.** Noted: Commissioner Bruce Crawford did sign the proposed letter.
5. Selection of New Attorney: Commissioner Bruce Crawford reported that he briefly spoke with an attorney from Orr & Reno who does some municipal law, but he does a bit of everything. Discussion took place regarding the Precinct running as a business and not so much a municipality and if an attorney who only practices municipal law is needed. Commissioner Bruce Crawford also noted that the attorney he spoke with already handles a few towns. Commissioner Bruce Crawford will get in touch with the attorney again and request a proposal for his services for the Commissioners to review, hopefully by the next regular meeting.

6. Emergency Plan Signing: Commissioner Nathan Young reported that he just recently received an email from Stephanie at DES and that she went through the entire Emergency Plan with him. There were a few minor changes needed, but the one thing she wanted to know is if the Precinct has a written mutual agreement with the Town of Concord for emergencies. Commissioner Nathan Young emailed Superintendent at Concord Water who informed him that there is no formal written agreement, however, there has been a verbal agreement in place to help each other out in time of need. He will be putting it in his report as well and agrees that when the Precinct is ready to plan that Concord is willing to write a simple document to have a memorandum agreement between Concord and the Precinct. It was agreed upon that Commissioner Nathan Young will respond that the Commissioners are happy to do a written mutual agreement with Concord and if the Superintendent will write up a mutual agreement of aid the Commissioner will review it and sign/notarize upon approval to put in with the Precincts Emergency Plan. In the meantime, the Commissioners will hold off on signing the Emergency Plan. There is still a month before it needs to be submitted.
7. Merrimack County Nursing Home Past Due Bill: Commissioner Bill Murphy reported that they had a meter problem going back to March 2020, and for some reason they did not pay the March 2020 bill. It was noted that they did make payments. The nursing home would like to finish paying the bill but would like the remaining interest abated. **Commissioner Bill Murphy made a motion to abate the interest on the Merrimack County Nursing Home account. Commissioner Bruce Crawford seconded. Passed Unanimously.** An email will be sent to Sarah Diggins at Pennichuck requesting the latest interest figure and informing her of the abatement.
8. Cheryl Items:
 - a. Website: Discussion took place regarding the need for a statement stating the towns water is protected placed on the website. Commissioner Nathan Young reported the Precinct does not operate on a remote system so there is not any way of being hacked. The Precinct system is run solely inhouse with no connection to the internet therefore having local control only with no remote access. Nothing can be done without physically being in the building. The tanks are reported by telemetry and the alarms are reported as general alarms phone line. Any change that can be done to the operating system have to be done within the confines of a secured facility as there is no remote access.
 - b. Audit: Audit is under way.

9. Well Issue: Commissioner Bruce Crawford reported that he heard from Dan Wojcik of Pennichuck and the well issue has been resolved. Well #3 is currently on a Variable Frequency Drive (VFD) and will be changed to a Soft Starter. Commissioner Bruce Crawford gave approval for the repair.

Old Business:

1. River Road Leak: Commissioner Bill Murphy dropped off information to Martha Crete yesterday and talked with Adam Crete this afternoon about it. Adam Crete was talking about getting someone to fix it and is receptive to doing the repair. Currently the resolution is moving forward in a positive way. Commissioner Bill Murphy also reported that Adam Crete was cautioned that just because the leak is fixed does not mean that there may not be another one arises. The pipes are aging and undersized. There is no blow off on the end and the pipes cannot be flushed. Adam Crete's question to the Commissioners is if he installs a new water line will the Precinct then own it? It was noted that no other houses can be built along the stretch of pipe in question. Discussion took place with regards to if he designs it as a water main where each house has its own curb stops and there is a blow off at end. If the pipes are buried at proper depth and made of proper material to meet the Precinct's standards and completed the engineer's specifications, then there should not be a problem with the line becoming Precinct owned. Commissioner Bill Murphy will have a further conversation with Adam Crete as to what must be done. It was also noted that Martha Crete was contacted by Dan Wojcik of Pennichuck and she was threatened that her water would be shut off the if the repairs were not completed. The Commissioners noted that Dan Wojcik does not know the parties involved and that their word is taken with good faith. The water will not be shut off. Commissioner Nathan Young will call Dan Wojcik and let him know that the project is heading in right direction and the Commissioners are working things out with the Crete's so there is no need for him to make further calls to them.
2. 41 Tremont Street aka Norac Way (Dave Caron): Completed.
3. Corrosion Building Transfer Switch: Waiting Period.
4. Date of Annual Meeting: On Hold. Supervisor of the Checklist, Sarah Gerlack, has requested to be apprised of the date which the PBWP Annual Meeting will be held. It was noted that the Precinct needs to procure legal representation first. It was further noted that all deadlines are date driven by date of the PBWP Annual Meeting. Commissioner Bill Murphy will email Sarah tomorrow and inform her that no date has been set yet.
5. Other: None

6. Long-term projects:

- a. CIP Update: Tabled. Must look at what large maintenance projects are projected and look at the CIP closely within the next six months. Commissioner Nathan Young reported that he has some information which can be utilized. It was also noted that the CIP is supposed to be adjusted every year.
- b. Update Vulnerability Report (per DES): Tabled
- c. DES Asset Management Survey: Tabled

Meeting Closed:

Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Nathan Young. Passed unanimously. The meeting was adjourned at 6:25 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, February 24, 2021 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on February 15, 2021

Minutes approved by: _____ /s/ _____ on February 24, 2021

_____ /s/ _____ on February 24, 2021

_____ /s/ _____ on February 24, 2021