

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
Charlie Niebling, Moderator

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 March 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 meeting minutes of February 24, 2021. Seconded by Commissioner Nathan Young. Passed Unanimously.

New Business:

1. Discussion with Charlie Niebling, Moderator: The Commissioners discussed utilizing the fire house for the Annual Meeting. This would ensure that there would be no concerns as to rain or cold weather and there are ample parking spaces. Charlie Niebling, the Moderator, questioned what the Commissioners were thinking of as far as a date for the Annual Meeting. Commissioner Bruce Crawford explained that there are a few issues which must be cleared up prior to setting a date. One being procuring a new Precinct attorney, and the other being the wording of the Warrant Article pertaining to Walker Pond. The current wording pretty much says that the Precinct will sell the Walker Pond Land to the Town of Boscawen, Conservation Commission if the Warrant Article passes. But if the Town decide it does not want the land for some reason such as an argument over the dam ownership/liability. If the Warrant Article was amended to state that the Town of Boscawen Conservation Commission has first refusal by a certain date at

which time the Precinct is free to sell to another party. The offer to sell to the Town of Boscawen is subject to a successful purchase and sales (P&S) agreement being in place by a certain date and then if the P&S falls through or the transaction is not completed by a certain date the Precinct is free to consider other alternatives. There are 2 Warrant Articles the Town of Boscawen Warrant Article will be presented with a signed P&S. Commissioner Bill Murphy reported that his recent communication with Kellee Jo Easler indicated that the Town wanted to move forward with a P&S. The Town wanted clarification if the dam was or was not going to be included in the purchase. Tentatively the Precinct does agree that the dam will go with the property, but if the Town wants the dam is another issue which will have to be addressed. It was noted that the dam was inspected last summer it is not in bad shape although there are a few clean up recommendations and its location is difficult to get to. Charlie Niebling noted that he believes the statute requires that any major appropriation of funds will require a public hearing, i.e., a public information hearing. The Precinct is obligated to receive compensation for what is a public trust asset when it is disposed of. A brief discussion took place regarding a few pieces of land owned by the Precinct in Webster. The Commissioners must figure out the proper wording of the Article and if they will use the proposed Town wording for the Article or if they are going to go ahead and write their own Article with their own wording. Discussion took place regarding waiting on the meeting until there is a signed P&S agreement. Commissioner Bill Murphy will call Kellee Jo Easler tomorrow and discuss with her where the Town stands regarding producing a P&S and the time frame the Town is looking at. Further discussion took place regarding the wording of the Webster property Warrant Article. Discussion took place regarding the proceeds and the sale of the Precinct properties. Discussion took place regarding placing a 6-month clause in the Article for the purchase to be completed and other possibilities. Commissioner Bill Murphy reported he had a conversation with Jim Weber of the Dam Bureau who informed him that the only time DES would get involved in the Dam is if there needed to be a permit taken out to renew, modify, or upgrade the Dam. Currently the Dam is classified as not a hazardous Dam. A brief discussion took place regarding the Dam history. Charlie Niebling wanted to know what else will likely be on the Warrant. Cheryl Mitchell reported the rest of the Warrant is pretty much the same as usual other than walker pond properties Articles 4 and 5. Further discussion took place regarding the Town procuring a takeover of the Precinct which was brought up at the Town Annual Meeting and the Precincts prior written response on this issue to the Town. Additionally, the Underwood Report was briefly discussed. Charlie Niebling reported he will be away the week of May 10th but will be available the week of May 3rd or the 17th. The Moderator, 1 Commissioner, Clerk, and Treasurer are up for election at the Annual Meeting. Sarah Gerlick is the supervisor of the checklist; she is only waiting for a date to be determined. The Commissioners will keep Charlie Niebling posted regarding a solid date of the Annual Meeting.

Charlie Niebling departed the meeting at 6:08 p.m.

2. Selection of New Attorney: Commissioner Bruce Crawford and Commissioner Bruce Crawford will meet tomorrow morning with an attorney relative to him/her representing the Precinct. Commissioner Bill Murphy noted that the attorney in question seems willing and is certainly able.
3. Warrant: The Commissioners believe the 2 Warrant Articles regarding Walker Pond should be reviewed by the new Precinct attorney once he/she is procured. Commissioner Bill Murphy will call Kellee Jo Easler first thing tomorrow morning to see where the Town stands regarding a P&S.
4. Annual Report: Cheryl Mitchell reported the annual report figures are all ready and the only other things which need to be accomplished is a letter from the Commissioners to be drafted and the Warrant to be completed. Cheryl Mitchell further reported that last year's audit can be put in the report because this year's audit will not be back in time. There was discussion regarding if the Leak Credit Policy needs to be included in the proposed Rules and Regulation. Commissioner Bill Murphy reported he located the leak credit policy document in a construction manual at the Town Office and there was out of date information, so he took it back from the Town. Further discussion was held with regards to if the policy needs to be approved at the Annual Meeting or if it is something the Commissioners can approve as a policy. Instead of 2 full quarters mentioned in the Leak Credit Policy document, Commissioner Nathan Young proposed the wording be changed to one billing cycle. It is unknown who generated this Leak Credit Policy document, but it is believed to have come from Pennichuck. Commissioner Bill Murphy will rewrite the policy with the new language as discussed and it can be reviewed and motioned on at the next regular meeting. Once the new document is adopted it should be placed on the website and Pennichuck should be notified.
5. County Complex Brown Water: Commissioner Nathan Young stated when he emails Dan Wojcik about the chemical tanks that he will discuss this matter with him. As of Dan Wojcik's email at the end of last week, Well #3 is still down and the parts have not yet arrived.
6. Woody Hollow Engineer's Report: An email was received, and it was reported that Woody Hollow is going to have 4 dual water meter pits, but every house will have its own water meter. If each house has a shut off the Commissioners are okay with the proposal and they are in good shape to continue with the project. There was a question regarding material for piping and all the material put forth by Woody Hollow's Engineer is within acceptable standards. It was noted that the Precinct's view is that if it is going to be a private system if acceptable material is utilized, they may proceed. It was further noted that they will need to poly wrap if they choose to go with ductal iron pipe so that no corrosion from the soil takes place. Commissioner Bill Murphy noted that he previously asked Tim Kenney if he had heard about the project and informed him that there will be 3 fire hydrants put in. Further, Commissioner Bill Murphy reported he offered to have Tim Kenney review

the set of plans. Commissioner Bill Murphy will speak with him again to see if he would like to review the plans.

7. Capitol Alarms Bill: The Commissioners questioned if the Precinct even uses an alarm system. Cheryl Mitchell reported the \$264.00 bill is for the panic alarm under the desk at the Precinct office. It is no longer needed as no one mans the office. The Commissioners questioned if the alarm was tied into a fire alarm system, but it is an unoccupied building so there is no need to have a reportable fire alarm. The Commissioners questioned if there were hard wired fire alarms in the building. The Commissioners will investigate the current ones in the building. Commissioner Bruce Crawford will call and find out what the bill covers. The Commissioners agreed there is not a need for a panic button alarm.

Other Business: Commissioner Bruce Crawford reported the Precinct received a Notice to Lien Holder for Impending Tax Deed 2018 taxes of 11 Rouse Drive. Normally if the Town takes a property, they will pay the water bill.

Cheryl Mitchell Items: The Commissioners approved the mailing of the escrow statement for Woody Hollow with the only deduction being the payment to Dave Miller, the Precinct Engineer.

Old Business:

1. DES Risk Assessment: The Emergency Plan for DES submission was signed by the Commissioners. Under alternative water source the Precinct added that the Penacook Boscawen Water Precinct has a verbal agreement for mutual aid City of Concord and will have a written agreement by the end of 2021.
2. Church Park: Commissioner Bruce Crawford reported that he had a conversation with Bev Drouin, and it sounds as if they are being billed for water availability for a meter and there has not been any use since June of 2018. Commissioner Bill Murphy reported the total bill is \$352.00. **Commissioner Nathan Young made a motion to abate \$352.00. Seconded by Commissioner Bill Murphy. Passed Unanimously.** The current billing will be confirmed with Pennichuck. Commissioner Bill Murphy would like Pennichuck to remove the meter so there is no confusion in the future and billing does not start again. The account is for 247 King Street. Discussion took place regarding where the meter is located. Cheryl Mitchell reported there is a meter pit in the corner where the old tennis court use to be. Commissioner Bruce Crawford will get ahold of Bev Drouin and confirm that they do not need nor want water at that location. Commissioner Bill Murphy will look at the location. Discussion took place regarding the meter not reading or being connected at the Parsonage.

3. River Road Leak: Repair has been completed but it is unknown if Crete has been billed. Commissioner Bill Murphy noted the location is still dry.
4. 21 Bailey Drive: A leak credit was requested prior, and the Commissioners wanted to review the credit policy. Sarah Diggins of Pennichuck had previously calculated the abatement amount. **Commissioner Nathan Young made a motion to abate the appropriate amount determined by Pennichuck for 21 Bailey Drive. Seconded by Commissioner Bill Murphy. Passed Unanimously.**
5. Letter to Laboe & Tasker: On hold. The issue needs to be discussed with the Precinct's representation once one is procured. A brief discussion took place regarding giving some credit to the account.
6. Letter to the Conservation Commission Regarding Pond Land: Commissioner Bill Murphy will call Kellee Jo Easler tomorrow and discuss when the Precinct may be receiving a P&S.
7. 41 Tremont St. aka Norac Way (Dave Caron): Done
8. Corrosion Building Transfer Switch: Commissioner Nathan Young received confirmation that the transfer switch will be installed on the March 15th. Powers will be at the PBWP Office at 8:45 a.m. to pick up the switch so they can be at the corrosion building at 9:00 a.m. Powers has billed for the other half of the installation. Additionally, it was noted that there is a \$200 charge for shipping on the bill. Commissioner Nathan Young will find the original quote and compare it with the bill in question. The bill will not be paid until the work is completed.
9. Long-term projects:
 - a. CIP Update: Tabled.
 - 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 7:04 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

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

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

Minutes approved by: _____ /s/ _____ on March 24, 2021.

_____ /s/ _____ on March 24, 2021

_____ /s/ _____ on March 24, 2021