

## 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  
Ray Steenbeke, Guest

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 April 14, 2021 at 5:30 p.m. by Commissioner Bruce Crawford, Chair.

### **Financial Update:**

Commissioners signed manifest and checks.

### **New Business:**

1. 35 Jerado Way Meter Installation: Ray Steenbeke presented the Commissioners with the property plan of 35 Jerado Way. He explained that he is preparing to sell his property. Currently the Door Shop is being fed water through the KSD Custom Wood Products. The main water line has a 6-inch feed which hits a fire hydrant and the goes into the designated KSD building. Commissioner Bruce Crawford discussed where the main water line is located, and Commissioner Bill Murphy questioned if the water is still feeding through KSD and the plan is to only add another meter at the new building. Ray Steenbeke pointed out that the property is a land condo and anything within is the land condo is owned by the condo association, there are no private building which therefore make it impossible for any one person to control the utilities. The other half of building is question is an open shed which also does not have water and does not need water. Commissioner Bruce Crawford noted that because it is in a condo association it should be fine. Commissioner Bill Murphy explained that in theory it is not a good idea to Tee off from one building to another building, but simply because this is a condo association it appears feasible. Further discussion took place regarding Teeing off of the line before

the KSD meter and placement of a meter pit. Ray Steenbeke explained that he planned to place the meter in the Door Shop however the Commissioners recommended having a meter pit. The Commissioners and Ray Steenbeke reviewed the presented water plans and had further discussion. It was agreed that the meter should be placed at the beginning of the run beside the other meter. A plumber should place the Tee prior to the existing meter, place a back flow, and install a meter horn. This work will be the responsibility of Ray Steenbeke to have done. A new account will have to be set up for the new meter and the meter installed by Pennichuck this will need to be done once the other work is completed by Ray Steenbeke. It was further noted that the water use is not changing. Additionally, Ray Steenbeke will have to get permission from KSD to place the meter on their building. The Commissioners supplied Ray Steenbeke with a used/working meter. The Commissioners will send an email to Pennichuck with approval of the meter installation and new account and will carbon copy the email to Ray Steenbeke. **Commissioner Bill Murphy made a motion to allow Ray Steenbeke to complete the project at 35 Jerado Way as presented and accepted by Commissioners at this meeting. Commissioner Bruce Crawford seconded. Passed Unanimously.**

Ray Steenbeke departed the meeting at 5:50 p.m.

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

**Commissioner Bill Murphy made a motion to approve the Regular Meeting minutes and Nonpublic Meeting minutes of March 24, 2021. Seconded by Commissioner Nathan Young. Passed Unanimously.**

#### **New Business Continued:**

2. New England Backflow Contract: The Commissioners could not locate the contract at the office. Cheryl Mitchell reported she sent the contract to the Commissioners via email on March 31, 2021. It was noted that it needs to be signed and sent to New England Backflow prior to the next testing in May 2021. The Commissioners tabled the signing of the contract until it is printed for signatures at the next meeting.
3. 172 King Street Funeral Home Warning Letter: Cheryl Mitchell reported that the last Backflow Test failed, and New England Backflow has contacted them several times regarding correcting the issue and have received no response. Bruce noted let in within next 10 days to respond to New England Backflow or the water is turned off. Copy should be sent to New England Backflow. Should create a letter. Bill will create and send to them.

4. Berkley Escrow: Commissioner Bruce Crawford reported that the Commissioners are in possession of one check and have been waiting for another check, which is now in the office. One check is for Berkley and the other is for new water service at 8 Knowlton Road. Cheryl Mitchell noted that at some point her and the Commissioners need to discuss what needs to be transferred to the water investment fund from last year. Commissioner Bruce Crawford will deposit the 2 checks. Cheryl Mitchell further noted that the Commissioners need to vote to accept the application and send 8 Knowlton Road a signed approval letter with a copy of the sign application for new water service. **Commissioner Bruce Crawford made a motion to allow water service to 8 Knowlton Road. Seconded by Commissioner Nathan Young. Passed Unanimously.**
5. Caron Property Letter: Commissioner Bill Murphy reported that a letter was received from the Caron lawyer and it reiterated what the offer was from the Commissioners. Caron's attorney noted some RSA's which the Precinct Attorney advised do not apply. Commissioner Nathan Young and Commissioner Bill Murphy have been in contact with Charlie at WSO who knows no ground digging will take place at the property until the water payment issue is settled.
6. Walker Pond Sale: Commissioner Bill Murphy presented the other Commissioners with the Towns proposed purchase and sales agreement. It was noted that the only change to the document was under the option to refer purchase of the dam which will not change the current Warrant. **Commissioner Bruce Crawford made a motion to approve and sign the purchase and sales agreement as proposed. Seconded by Commissioner Bill Murphy. Passed Unanimously.** Commissioner Bill Murphy will drop the signed document off at the town.
7. Woody Hollow Hydrant Agreement: Commissioner Bruce Crawford reported that he received a document from Woody Hollow which states that the Cooperative shall have an agreement with PBWP to maintain and flush the hydrants in conjunction with the Precincts flushing schedule. It was noted that the hydrants are private so they will be charged for flushing, i.e., paying for Pennichuck's time to accomplish the flushing as well as the water which goes through the master meter which is flushed. Commissioner Bruce Crawford will deal with this issue.
8. Powers Generator/Generator at Corrosion Building: Commissioner Nathan Young reported Powers showed up on Tuesday and did speak with Pennichuck. He further reported he received an email from Powers explaining that the unit was set to run for 20 hours and Powers reset the unit to run for 20

minutes. It ran for a few weeks after the install was complete on 20 hours which was originally set by Powers and the amount of fuel used during that time needs to be determined. Commissioner Nathan Young will read the fuel gage and speak with Powers. Additionally, Powers reported they did a visual inspection and found that the coolant level was low, topped off the coolant, pressure tested the system, found the radiator was leaking, also found coolant leak coming from the oil cooler gasket, ran the unit, checked output voltage, and performed a test on the generator. The engine start delay time was 3 seconds. All settings are correct at this point in time. They want the Commissioners to have work approved to be done but they did not supply an estimate to complete the work mentioned in the email so Commissioner Nathan Young will also discuss this with them. They recommend the radiator and oil cooler gasket need to be replaced and at the time of the repair they also recommend changing the coolant, radiator hoses, block heater hoses, thermostat, and gasket and engine belt. The Commissioners are not opposed to the work being done but would like to see a quote for the work and perhaps seeking other quotes depending on the quote from Powers. Commissioner Nathan Young will contact them tomorrow.

9. Well Field Issues: Commissioner Bruce Crawford reported that Monday they were putting everything together at the well site. A brief discussion took place regarding the access pad and the stance being about 20 feet 8 inches so it will be rounded to 22 inches. Either the existing gravel will be used, or new gravel will be brought. Commissioner Bruce Crawford will call Gelinas and a couple of others to obtain prices for the work discussed and agreed upon by the Commissioners.

### **Other Business:**

1. Trail Access to Fairbanks Tank: Email from a woman who rides horseback, and it relates to the same issue which the Commissioners addressed with Dean Hollins regarding turnaround plow access. The only thing that can be done is to move the gate. She requested a key to ride through. Discussion took place regarding public access and trail availability in the area. Commissioner Bill Murphy noted that the easier access you make it the more people are going to use it. The Precinct does not have a right-of-way so there is no easy way to grant access. Commissioner Bruce Crawford noted she may want to contact Bailey's and see if she can get trail access through that property. Commissioner Nathan Young recommended responding and explaining that the Precinct does not have an expanded right of access in that area, i.e., the Precincts easement is not large enough to increase what is currently in place, and the Precinct can not allow keys and access to the water shed gates for public safety reasons. Commissioner Nathan Young will respond to the woman's email.

2. Drinking Water State Revolving Loan Fund Webinar: A brief discussion took place regarding attending the Webinar. Commissioner Nathan Young will investigate participating as he feels there is good information going to be presented.
3. Water Testing: Commissioner Bruce Crawford reported that Leslie Morgan of Pennichuck sent a list of property addresses to the Precinct with bottles indicating that water samples needed to be collected and sent back to them. The Commissioners questioned why the information and bottles were sent to the Precinct. Pennichuck can charge for the time if not in their contract, but as the Precinct's water operator it needs to be done through them. Further discussion took place with regards to previous years and how collection took place. Commissioner Nathan Young will contact Dan Wojcik at Pennichuck regarding this issue as the Precinct is not certified at taking samples and if the sample is taken wrong, it will be an invalid sample. Further, Commissioner Nathan Young noted that he believes as part of the Pennichuck contract they are to conduct any testing required to remain compliant with the state.
4. Tom Smith: Commissioner Bruce Crawford reported that Tom Smith in 2018 was given half off his bill at the time and he is now requesting the remaining half, \$3,000, be taken off his bill. Discussion took place regarding the meter and if it was working correctly or if there was a leak at the time. It was noted that the meter was changed, and the usage now is stable, but it is unknown what the actual issue was at the time. Further discussion took place regarding relaxing of the meters and a leak detection company was hired by the customer and they did not detect any leak at that time. The issue is tabled until after Commissioner Bill Murphy has an opportunity to speak with Tom Smith.

#### **Old Business:**

1. Everything is on hold until a date is in place. Bill bring p & s to town to make sure it is accepted by the town. Discussion took place regarding how long the time was extended for the Annual Meeting. Chery Mitchell pointed out that there is a need for about a month ahead of time to make sure everything is posted properly in a timely manner. Also need to determine a place for the meeting. Perhaps by next meeting if town accepts the P&S a date can be set.
2. DES Risk Assessment: Commissioner Nathan Young reported he is working on it and his goal is to have it completed by the end of the month to give adequate time for corrections to be made after he submits it to DES prior to the due date of June 30, 2021.
3. Letter to Laboe and Tasker: Commissioner Bill Murphy reported that the same thing which is being sent to Dave Caron is being sent to Laboe and Tasker.

4. Round About Update: Commissioner Bill Murphy reported that the tap is in and the line is run over to where the backflow preventor is going to be located. There has been state approval to locate the backflow preventor in the right-of-way.

**Meeting Closed:**

***Motion to Close the Meeting by Commissioner Bill Murphy. Seconded by Commissioner Bruce Crawford. Passed unanimously. The meeting was adjourned at 6:45 p.m. by Commissioner Bruce Crawford, Chair.***

**Next Meeting:**

The Next Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, April 28, 2021 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on April 20, 2021

Minutes approved by: \_\_\_\_\_ /s/ \_\_\_\_\_ on April 28, 2021

\_\_\_\_\_ /s/ \_\_\_\_\_ on April 28, 2021

\_\_\_\_\_ /s/ \_\_\_\_\_ on April 28, 2021