

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 28, 2021 at 5:33 p.m. by Commissioner Bruce Crawford, Chair.

Financial Update:

Commissioners signed manifest and checks.

Old Business:

1. Jarado Way: Ray Steenbeke met with the Commissioners regarding #35 and #68 Jarado Way. Commissioner Bill Murphy explained that the Commissioners will be sending a letter to him indicating that a new water line off 8-inch pipe going to #35 is to be placed and the current KSD line will be abandoned and reconfigured. #68 will need to be fully metered. Ray Steenbeke will call Commissioner Bill Murphy when work is to begin for him to contact Pennichuck, he will also contact Commissioner Bill Murphy when he is ready to do the tap at the end of the season so it can be witnessed by him for the Precinct.

Ray Steenbeke departed the meeting at 5:38 p.m.

A brief discussion took place regarding separation of service and potential fees for a new service. The Commissioners agreed that since the same amount of water is going to be distributed no fees will apply. Further, a brief discussion took place regarding the property and different ownerships.

New Business:

1. Leak at 147 North Main: It was noted that Dave Caron is having Merrill do some sewer/drainage work at 147 North Main. Brad Merrill told Commissioner Bill Murphy that they discovered that the 3/4" leaking live service that was not in use was leaking during excavation. He reported that Gelinis did a temporary repair. Gelinis crimped the line and a second shut off was put in, the line is still crimped, and he recommend to PBWP that the water line be retired back at the main when the contractor installs a new water service for this project. Further, Brad Merrill reported he is not doing anything else with the water.
2. Oak Street Leak: The leak was temporarily repaired by Gelinis who is waiting for parts since it was cracking at the tap. The tap was large (2") for the system, but it included the future sprinkler, for 12 Oak St. Currently the water is off to 12 because of the repair but it was off anyway since the building was vacant. Discussion took place regarding the situation and the future repair. Dan Arndt owns the building and reported to Commissioner Bill Murphy that the Town insisted that a residential sprinkler system be installed in the building.
3. Chandler Street: Commissioner Bill Murphy was at this site when the water main was being repaired. There was a crack in the water main that was repaired and the hot topping for this area has not been completed. It was recommend considering replacing a section (s) of pipe to the tee as there was a crack that will likely continue (somewhat because of pipe positions and location). This will be an expensive repair but needs to be done. Discussion took place regarding the issues on the site. The previous work was done at a cost of \$10,365. (Note there was a need for a vac truck as the valves were not holding.) The estimated cost for the additional work is \$20,000.00 including hot top.

Commissioner Nathan Young made a motion to have the work completed while the road is already up. Seconded by Commissioner Bill Murphy. Passed Unanimously.

4. Woody Hollow Private Hydrant Agreement: Amend 6.13 to read: "Private fire protection systems must receive written approval by the Precinct and by the Fire Department in the municipality before installation and are subject to inspection in accordance with these Rules. Prior to being placed in service, the owner shall agree the Precinct shall flush, maintain, exercise and paint all privately owned hydrants, valves and other apparatus which are connected to the Precinct's system. This work shall be performed by the precinct's employees or contractors in accordance with the Precinct's time schedule for Precinct owned similar apparatus. The owner of such items shall be billed for this work in accordance to the Precinct's schedule of charges which may be amended from time to time. The

Precinct will endeavor to maintain reasonable private fire service, but does not guarantee adequate service or any aspect of such service.” A brief discussion took place regarding if the amendment should be voted on at the Annual Meeting or if the Commissioners can make amendment. Commissioner Bill Murphy noted that the RSAs pertaining to if this can be done by a Commissioner’s agreement or if it needs to be voted on at the Annual Meeting. Commissioner Bill Murphy will investigate the RSA to determine what is allowed by law. It was also noted that Woody Hollow is looking for something to give to DES. The new amendment should be added to the new Rules and Regulations currently retained by the Precinct clerk.

Commissioner Nathan Young mad a motion to adopt the amendment as written unless the Commissioners find they do not have authority to amend the Rules and Regulations by the review of the RSA. Seconded by Commissioner Bill Murphy. Passed Unanimously.

5. Hydrant Flushing 5/17-5/21: Commissioner Bruce Crawford recommended the following be posted on Facebook and the Precinct Website and the other Commissioners agreed. “Hydrant flushing Penacook - Boscawen Water Precinct’s contractor will begin flushing hydrants throughout our service area starting on Monday, May 17. For approximately a week, the crew will be going out to different areas of the Precinct to flush hydrants as part of required routine maintenance. Water customers may experience low water pressure or discolored water when hydrant flushing occurs in their area. If discoloration occurs, customers are advised to run their tap water on cold until the water runs clear. Customers are advised to avoid doing laundry during flushing times. Depending on the flushing location, flushing may start at 7:30 a.m. and continue through 3 p.m. each weekday. This annual practice removes any sediment from pipes in the water distribution system and helps to sustain your water quality and water pressure of the area.”
6. P&S Agreement Conservation Commission Hearing: Commissioner Bruce Crawford reported that the Conservation Commission is holding a Hearing on May 3rd at 6:30 p.m. through Global Go To Meeting Application. The Commissioner’s agreed they should attend the hearing and will meet at the Precinct Office to attend. The Global Go To Meeting Application will be installed this coming weekend by the Clerk, Lauren Hargrave.
7. Wellhead Protection Program: Commissioner Nathan Young reported he put in a call regarding letter the Precinct received but there was no answer. Specifically, Commissioner Nathan Young states that the following is stated “for new well sites”. It was noted the last well drilled was prior to 2018. Commissioner Nathan Young left a message questioning which well(s) he is referring to and what information he is requiring. A brief discussion was held regarding a protection circle around the

well(s) site. Commissioner Nathan Young will handle this and report back to the other Commissioners by the next meeting.

8. American Rescue Plan Letter from Governor: Cheryl Mitchell reported that she registered the Precinct and received confirmation. A brief discussion took place regarding the terms and conditions for the plan and what improvements to the Precinct water system could be potentially applied for. The next step is being worked on and she will inform the Commissioners of any updates.
9. Revising Various Applications and Forms: Commissioner Bruce Crawford reported that applications do not always contain all the information the Commissioners need to know. Cheryl Mitchell reported that the Application on the website is more of a work ticket for Pennichuck. The Commissioners agreed that the actual Application should also be placed online.
10. Returned Checks NSF and Stop Payments: Commissioner Bruce Crawford reported that he sends all NSF's to Pennichuck and asked Cheryl Mitchell if he should do the same for the Stop Payments. Cheryl Mitchell reported that Tara King of Pennichuck will need to know so the customer's account can have the amount charged as a collectable again. Commissioner Bruce Crawford will forward the stop payment to Tara King at Pennichuck. Cheryl Mitchell will also contact Tara King and discuss how they are handling the NSF and Stop Payments for the Precinct.

Other Business:

1. Powers Generator/Generator at Corrosion Building: Commissioner Nathan Young reported that he received a call from Powers Generators today and they will be arriving somewhere between 8 and 9 a.m. on Thursday, May 13th to complete the work. Dan Wojcik of Pennichuck has been notified and it should not affect anything. The generator will be shut off, but it will not affect the pumping. If Pennichuck received errors, they are aware of why and do not need to investigate the issue as an emergency. Powers has a key to the Corrosion Building and the key to the generator is in the Corrosion Building.

Approval of minutes from last meeting:

Commissioner Nathan Young made a motion to approve the Regular Meeting minute of April 14, 2021. Seconded by Commissioner Bruce Crawford. Passed Unanimously.

Old Business Continued:

2. King Street Funeral Home Warning Letter: Commissioner Bill Murphy reported he sent the letter to the Funeral Home and emailed New England Backflow. He heard back from Eva the Office Manager of the Funeral Home, but he has not heard anything about scheduling. The shut off date on the letter was for the end of this month.
3. Caron Property Letter to Laboe & Tasker: No response to the letter which went out prior to the last meeting. Currently Caron appears to be working on sewage and drainage using Merrill.
4. Pad for Well Access BC Working on Figuring Specifications: Commissioner Bruce Crawford reported that he will need an extra pair of hands to determine the grades to try to figure out the quantity and how much will need to be cut. Commissioner Bill Murphy agreed to help.
5. Drinking Water State Revolving Loan Fund Webinar: Cheryl Mitchell attended last year and there was nothing that applied to the Precinct last year.
6. Water Samples to be Collected: Pennichuck letter needed Commissioner Bruce Crawford reported he spoke with Dan Wojcik of Pennichuck who stated they have someone who will do the collection. Pennichuck will send out the sample letter once it is put on Precinct Letterhead and emailed to him by Cheryl Mitchell.
7. 17 Gage Street: Have not heard from Tom Smith abatement request.
8. Warrant: The Warrant will remain the same as was previously discussed and if the P&S is signed the Warrant should be approved.
9. Annual Report: Still must be completed. Commissioner Nathan Young will write the Annual Report Statement and have it ready by the time it is needed. Right now, it is also on hold until the Date, Time, and Location of the Annual Meeting is determined.
10. Annual Meeting: Assuming the Conservation Commission Hearing on Monday, May 3rd goes, the following Thursday, May 6th is the Select Board Meeting and then they should sign the P&S. At which point the Conservation Commission should sign the P&S. Assuming everything goes as planned the Commissioners should be able to set a date for the Annual Meeting at the next regular PBWP meeting.

11. Date of Annual Meeting: Cheryl Mitchell reported there will need to be about a 30-day window because it may take a few days to get all the paperwork into DRA and then it must be posted for 20 days prior. This would make the date about a month out. Technically the Precinct has until July 2021 to have the meeting so the date will probably be 30-37 days out from the next Precinct Commissioners Meeting. Additionally, it was noted that Charlie Niebling will not be available the week of May 10th.
12. Place of Annual Meeting: Discussion was held regarding holding it in the Precinct parking lot. A rain date cannot be done; therefore, the Precinct garage will have to be rearranged to accommodate the meeting if it does rain. The Commissioners agreed that the Annual Meeting will be held at the Precinct parking lot if nice weather and Precinct garage if raining on a date that still has yet to be determined. A small PA system with microphone should be looked into being rented from Taylor Rental for the Clerks recording purposes.
13. DES Risk Assessment: Done & accepted? Commissioner Nathan Young by next meeting it will be completed. It is a Federal requirement not a State requirement which has a report generator portal where the information is to be imported. Nathan reported that PBWP does not have a Bond rating because it is around \$60,000 to obtain, and they do not need one. After the report is generated a certification of completion must be submitted online and the State requested that the report which gets generated from this Federal requirement should be printed out and included in the Emergency Plan of the Precinct. Commissioner Nathan Young will have the report printed by the next meeting, emailed to the Precinct Clerk for document filing and will submit certification with the Federal.
14. Roundabout Update: The line was put in last Sunday. Commissioner Bill Murphy reported he has the Base and the Brackets made for the Backflow Preventor. Additionally, Commissioner Bill Murphy reported that he must still speak with Kevin to put it all together. He intends to have the Base in place sometime next week.

Long-Term Projects:

1. CIP Update: Tabled
2. 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, May 12, 2021 at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on May 5, 2021

Minutes approved by: _____ /s/ _____ on May 12, 2021

_____ /s/ _____ on May 12, 2021

_____ /s/ _____ on May 12, 2021