

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
Lauren Hargrave, Clerk
Cheryl Mitchell, Administrative Consultant
David & Cynthia Caron, Public

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on November 24, 2021, at 5:38 p.m. by Commissioner Bruce Crawford, Chair.

Financial Update:

Commissioners signed manifest and checks.

New Business:

1. 147 North State Street: ***Commissioner Nathan Young Made a motion to accept the placement of the meter and curb stop at the 147 North Main Street property. Having the directional boring be done for a 4-inch line to sleeve the 2-inch line that feeds it. For clarification, the Precinct is splitting the total cost of coming to the meter pit from Gage Street with the Caron's. Seconded by Commissioner Bill Murphy. Motion passed with two votes in favor (Commissioner Nathan Young and Commissioner Bill Murphy) and one vote abstaining (Commissioner Bruce Crawford).***

Commissioner Bill Murphy noted that this has been a dilemma due to the fact of where the tap is and where the property is such a distance along with being under two streets. Commissioner Nathan Young noted that normally cast iron is utilized when a line comes underneath a roadway, however, he does believe that doing the 4-inch sleeve over the 2-inch line is a good compromise. The Precinct will own the line under the street and if there is a leak it should be easily detectable with the line being contained in a sleeve. A discussion took place regarding the connections

and the line after the meter pit going to each one of the units running a 2-inch line and a three-fourths-inch tap coming off the 2-inch line. Dave Caron noted that he plans to use a compression style with an insert within. Therefore he will not be tapping one after another, he will just simply be making a connection. Commissioner Bill Murphy noted it is not ideal. A brief discussion took place regarding tapping into plastic. Commissioner Bill Murphy noted that at the back of each tee there should be some kind of a concrete block which will not allow it to pull loose, an 8x8x16 concrete block behind each one would be a good idea. ***Commissioner Nathan Young made a motion that Dave Caron is approved to start building at the property site in accordance with the Town, however, the Precinct needs to have a more detailed drawing plan prior to the water being run inside the dwellings. Seconded by Commissioner Bill Murphy. Passed Unanimously.*** Dave Caron explained that he has meter pits already purchased as the inlets are ¾-inch and the horns are already there, so the vast majority is already there. The drawing will still be needed for final approval from the Commissioners and an on-site inspection can be done prior to final approval. Commissioner Nathan Young explained that if Dave Caron needs a letter from the Precinct to the Town stating that bringing water to the property has been rectified. It was noted that Commissioner Bill Murphy has already been in contact with the Town and given approval from the Precinct regarding the property receiving water.

Dave and Cynthia Caron departed 5:49 p.m.

Approval of minutes from last meeting:

Commissioner Bill Murphy made a motion to approve the Regular Meeting minute of November 10, 2021. Seconded by Commissioner Nathan Young. Passed Unanimously.

New Business Continued:

2. Failed Back Flow Tests: Commissioner Bruce Crawford reported that 1 Depot Street, Allstate Asphalt, is closed for the winter and there was answer at the contact phone number. The business is closed so there is not a concern at this time. It was further noted that the same applies to the Smoke Shack. Dunkin Donuts under new management and the manager did not have the key to access the back flow area. It was noted that back flow tests are done twice a year, May and November. Dollar General could not be accessed due to merchandise blocking the entrance. A brief discussion took place regarding the two back flows at Dollar General. The Commissioners Bruce Crawford will write a letter to the companies which were unable to be tested and give them 10 days for access and testing.

3. Email from Janet Regarding Missing Documents: Commissioner Bruce Crawford reported that Janet sent additional documents. Commissioner Nathan Young reported that any documents he has received have been given to Lauren Hargrave for scanning and organization. Cheryl Mitchell noted that absolutely no payroll records can be destroyed, they need to be kept for the Precinct's lifetime. Discussion took place regarding backup of the computer system. Commissioner Nathan Young will purchase an external hard drive at Staples for Lauren Hargrave to place all files Clair Kent will know if the system has a carbonite backup. Cheryl Mitchell will reach out to Clair and see if the system is being backed up.
4. CharmLab Contract: Commissioner Bruce Crawford noted that he emailed Sean regarding a contract and did not hear anything back. Shelly of CharmLab emailed and stated that there was no contract it was just a general agreement. The Commissioners reviewed the two bills, \$1,200 a year for hosing the website and then the other bill for posting various items. Commissioner Nathan Young took copies of the bills and will discuss the billing with his coworker who is willing to do the Precinct's website work. Cheryl Mitchell will pay the invoice with individual fees for the next meeting and will hold off paying the yearly hosting invoice.
5. Holiday Dinner: Commissioner Bruce Crawford noted that last year a holiday dinner did not happen but previously the Precinct has held one. Discussion took place regarding a date, and it was decided that December 15th would be an acceptable date. Commissioner Bruce Crawford will call CC Tomato's and the Red Blazer to see if a reservation can be set up.
6. Regs & Budget for Next Year: Nothing needs to be done now, but the Commissioners need to start thinking about them. It was noted that a public budget hearing needs to be held 20 days prior to the Annual Meeting. Cheryl Mitchell will do a budget worksheet for the Commissioners.
7. Ruby Matott Bankruptcy: Is to be heard on 12/3 at 9:00 a.m. Commissioner Bruce Crawford shared the paperwork on how to join the hearing via telephone with the other Commissioners.
8. FCC Radio License: Commissioner Nathan Young explained that the company is giving a service and charging for the service. However, it is a 10-minute free process the Precinct can do on its own. Commissioner Nathan Young will take care of the licensing.
9. Meeting with Power UP in December: Commissioner Nathan Young reported that he contacted Power Up and sent information regarding the units. Mark from Power Up would like to come out and look at the units before supplying a quote. Commissioner Bill Murphy has scheduled a time to meet with them to review the

units. Once the viewing takes place the Precinct will have a quote to compare with Powers Generators. It was noted that Power Up does the Nursing Home and Jail already.

10.53 Eel Street: Commissioner Bill Murphy reported that the minimum bid was \$209,000 and the Bank now owns the property. Commissioner Bill Murphy will watch the registry and when the property is deeded to the bank the Precinct will send a water bill.

11.9 Birch Street: Scheduled Auction December 14, 2021, at 9:00 a.m. Commissioner Bill Murphy reported that he did send the lawyer a copy of the lien.

Cheryl Mitchell Items:

1. Escrow Accounts: Cheryl Mitchell asked the Commissioners if there is anything she needs to charge off the three escrow accounts for last month or this month. Commissioner Bill Murphy reported 3 hours for Woody Hollow.
2. Assistant Treasurer: Cheryl Mitchell asked if the assistant treasurer is still Pam Malcolm. The budgeted amount for the Assistant Treasurer is for \$500. Cheryl Mitchell will contact her.

Old Business:

1. Pennichuck Billing Issues: Pursuing. Cheryl Mitchell reported they have not written off Caron's yet so they will show up on November reports. Cheryl will send a copy of the approved minutes with the Caron abatement to them. Additionally, she reported she worked out a few other small issues with Sarah. Pennichuck issues will need to be looked at extensively at the beginning of the year.
2. Crete Farm Possible Leak: On ignore until spring.
3. Winter Shut Offs: Commissioner Bruce Crawford reported that he is not confident that all the winter shut offs have been done. Commissioner Bill Murphy reported that he has not checked down at the circle. Dean Hollins has blown the line out and the meter has been drained but not removed so it is unknown if the water was shut off at the curb stop or not. Commissioner Bill Murphy will handle this matter with Pennichuck.
4. Woody Hollow: Commissioner Bill Murphy reported he has been trying to get CMA to unbury the meter pit with no success, therefore the Woody Hollow President reported it was done by the Association. Estimated bills will be done again.
5. Walker Pond Notices: A brief discussion took place regarding the bids for the Webster Walker Pond Property. Commissioner Bruce Crawford would like to open

the bids and have them be read outloud at the next meeting. Nothing will be awarded until the attorney is consulted with potential questions or concerns.

6. Powers Generator Maintenance Contract: On hold.
7. Meter Readings: 46 Tremont Street is an actual read and Boyce Lane is all actual reads except one.
8. Well Field Issues:
 - a. Access Pad Well #2: On hold till spring.
 - b. Well #4 Report: Report is 72 pages and will be read by the Commissioners.
9. Funding for Generators from EPA/DES: On hold.

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 6:35 p.m. by Commissioner Bruce Crawford, Chair.

Next Meeting:

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, December 8, 2021, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on November 29, 2021

Minutes approved by: _____ /s/ _____ on December 8, 2021
_____ /s/ _____ on December 8, 2021
_____ /s/ _____ on December 8, 2021