

Minutes of the Penacook/Boscawen Water Precinct

Location of Meeting: 9 Woodbury Lane
Boscawen, N.H. 03303

Present at Meeting: Nathan Young, Commissioner, Chair
Bill Murphy, Commissioner
Frank Dineen, Commissioner
Lauren Hargrave, Clerk
Cheryl Mitchell, Administrative Consultant

The regular meeting of the Penacook/Boscawen Water Precinct was called to order at 9 Woodbury Lane, Boscawen, N.H. on January 25, 2023, at 5:32 p.m. by Commissioner Nathan Young, 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 January 11, 2023. Seconded by Commissioner Nathan Young. Passed Unanimously.

New Business:

1. Public Hearing for Budget: Commissioner Bill Murphy reported the budget hearing notice has been posted online, at the PBWP office, and at the Town office. It only needs to be posted in two places to be covered legally. Cheryl Mitchell presented a draft of the proposed budget for 2023 to the Commissioners for review. Copies need to be made for the public to review during the public budget hearing.
2. Adopt Budget After Public Hearing: The budget needs to be adopted the public budget hearing at which point Cheryl Mitchell will put the adopted budget into the portal and print out the DRA official documents.

3. Annual Meeting Date/Time for Public Notice: Commissioner Bill Murphy reported the PBWP annual meeting will take place the Monday before Town Meeting on March 13, 2023, at 6:00 p.m. Commissioner will get the notice of the meeting together and it will be posted.
4. Annual Report: Commissioner Nathan Young reported he will write up the draft cover page for the next PBWP meeting so the Commissioners can look at the draft report prior to printing. The Report should include at a minimum the report cover page, the Warrant, and the New Rate Schedule. Commissioner Bill Murphy reported there seems to be a bit of confusion relative to the Warrant and who is actually running for open Commissioner's positions. Bruce Crawford's term was due to be for reelection next year, therefore Commissioner Frank Dineen would have to be elected for one year to fill out Bruce Crawford's term. Then Commissioner Frank Dineen would have to run again next year for a three-year term. Commissioner Nathan Young's term is up so his Commissioner position is up for election this year for a three-year term. The Warrant as written is correct.
5. 56 Tremont Street: Commissioner Bill Murphy presented a letter which will be sent to the customer for review and signature. Commissioner Frank Dineen questioned if the meter needs to be repaired. Commissioner Bill Murphy reported that It may be the radio has been taken off the building but he is not aware of everything which has occurred. Pennichuck has tried to get in touch with the customer and the Town has also been trying to get in touch with the customer as they are only getting estimated bills for his sewer. The Commissioners signed the proposed letter to the customer and it will be mailed. I brief discussion took place regarding the customers readings.
6. Red Oak Way Hydrants: Commissioner Bill Murphy reported it was one hydrant which the plow knocked off the top of. Pennichuck is going to contact the owner, as it is a private hydrant, and they will fix it. It does not appear there is any damage and it is a new hydrant.
7. LIHWAP Mailing: Commissioner Bill Murphy has addressed all the envelopes, approximately 65. Now he will make copies of the information sheet, application for fuel assistance, application for water assistance, and the letter. Lauren Hargrave will make another sheet of information labels for the mailing. Commissioner Bill Murphy has weighed a sample for mailing and the cost of mailing will be \$.84 per envelope.
8. Barrie Miller Report: Commissioner Nathan Young reported that some check vales and nipples were replaced. Both pumps are in good condition, but are starting to show some wear around the suction bowl and impeller and will most likely need to

be repaired on the next service which would be in 3-years. Commissioner Frank Dineen noted that the Well recalibrations may help water losses as the recalibration was off when the Wells were cleaned. A brief discussion was held regarding Well servicing and some issues with certain Wells, along with which Well is positioned were in the Well field. Commissioner Nathan Young further noted that the A&D Instruments report helps the Precinct as the report states the amount of water leaving the amount of water leaving the station was over registering by approximately 4%. A brief discussion took place regarding Well cleaning.

9. Solar Panels: A discussion took place regarding the information sent to the property owner regarding solar panels potentially being installed by him/her. Commissioner Nathan Young will reach out to the property owner to see if all his/her questions have been addressed. Also, Commissioner Nathan Young will request another meeting with the property owner regarding previous conversations and future arrangements which still need to be discussed.
10. TDS: Commissioner Bill Murphy reported that TDS came to the office and looked around. They just need to schedule an appointment for the work to be done. The work involves running a fiber cable. Commissioner Nathan Young reported comcast sent a digital cancelation which he never signed and he will contact them to send a new one to be signed after the TDS installation is completed.
11. Distribution Entry Point Ventri DP Cell \$4,910.00: Commissioner Nathan Young reported the distribution entry point ventri DP cell refers to where the water leaves the corrosion building and enters into the water system. The ventri measures how many gallons is flowing. This is the number which is compared to all the meters at the houses to determine how much water loss is in the system. The DP cell is a differential pressure cell. Commissioner Nathan Young explained how the ventri and the DP cell function and brief discussion was held regarding their functions in the system. **Commissioner Nathan Young made a motion to get the Distribution Entry Point Ventri DP Cell replaced for \$4,910. Seconded by Commissioner Bill Murphy. Passed Unanimously.** Commissioner Nathan Young will contact A&D Instruments to proceed with the replacement. The cost will be taken out of the Special Projects line item in the budget.
12. 81D 24 Minor Sight Plan: Commissioner Nathan Young explained that the property in question is 109 High Street. The Commissioners had requested the Economic Development Committee send the Precinct any information regarding housing changes. The property currently has water and they will continue to have water. Commissioner Bill Murphy noted that the Town was presented with the idea of a sober house to a rooming house. Commissioner Nathan Young will reply with no comments as there is nothing for the Precinct to do.

13. 121 Sweatt Street: Commissioner Bill Murphy needed a letter to send to the Planning Board that his property new construction location can have water from the Precinct.
14. Generator Grant/Service: Commissioner Nathan Young explained that he made some headway with the Generator Grant. Mark who is the service person has been trying to obtain a quote from the owner of Gemini Electric. A man, Dave, came out to give a quote for Manchester and Commissioner Nathan Young reached out to him and explained the Precinct has been waiting for a quote for the past six months. Hopefully, the Precinct will have that quote within the next week or so. Once the quote is received the Precinct will be able to apply for the generator grant. The generator grant does include installation and the grant is up to \$75,000. Additionally, Commissioner Nathan Young has reached out regarding Service through PowerUp and has still not heard anything regarding the coolant sensor on the generator. He will call them again tomorrow. A discussion was held regarding the generator and the system.
15. Cybersecurity Grant and Flow Meter: Tabled.
16. Sodium Hydrazide Transfer Pump Replacement \$1269.00: Commissioner Nathan Young reported an email was received today and the sodium hydrazide transfer pump is not working. An explanation of the pumps function was given by Commissioner Nathan Young. The replacement will cost \$1269.00 for parts, pieces, pumps, and labor. A brief discussion took place regarding a backup pump. ***Commissioner Bill Murphy made a motion to replace the sodium hydrazide transfer pump for \$1269.00. Seconded by Commissioner Frank Dineen. Passed Unanimously.***
17. Add PW SC to Eversource Notification for Account: Pennichuck requested to be added to the Precinct account as a contact person from Eversource so they will get notifications. Commissioner Nathan Young will contact Pennichuck and give permission to Until to add them to the Precincts account as the Precinct does not have Eversource. All seven account numbers were given to Commissioner Frank Dineen to contact Until regarding the emergency contact for power outages.

Other Business:

1. Rate Schedule: Changes for the rate schedule should be the water rate of \$6.40 and the base rate will remain the same.

2. Application for Return of Service: Application for Return of Service was found and reviewed by the Commissioners. The only change which should be made is an option for ¾" to be added. Also, over 2" ductal iron should now reflect plastic. It was noted the application needs to be updated. Lauren Hargrave will search for the original document so appropriate changes can be made or it may have to be retyped.
3. Office Updates: Lauren Hargrave reported all the Well books are complete with table of contents. All customer files have been relocated. It was noted that there is a numerous number of materials to be looked at and determined if they are useful. All useful information will need organization and other information which is not needed should be destroyed. Commissioner Bill Murphy reported that a copy of the Precincts annual report is supposed to send to the UNH Library. He will go onto the UNH website and see if they have received any reports. The Precinct will attempt to locate a copy of all annual reports to send to UNH Library.
4. Audit: February 3rd Cheryl Mitchell will meet with the auditors so they can obtain the Precinct records.
5. New England Waterworks Association: Commissioner Nathan Young reported the Precinct has membership with New England Waterworks Association for \$477.00 yearly. The Commissioners agreed there is no value at this point in time and it can be renewed at any time.
6. DES: Commissioner Nathan Young reported that DES has him as the contact for the Precinct and will be contacting him with any rule changes and he will forward this information to the other Commissioners. A brief discussion took place regarding the manganese requirements in a water distribution system which has been suspended indefinitely.
7. Hydrant Inventory: Commissioner Bill Murphy questioned if a full hydrant inventory has been produced. Commissioner Frank Dineen reported his hydrant inventory portion is not completed. He will complete it in the Spring. Commissioner Nathan Young will take any updated data and add it to the Hydrant Inventory document.

Old Business:

1. Leak Detection/Grant: Tabled
2. Leak Detection Started August 15th (60 days): Completed

3. Led Service Grant: Tabled
4. NH DES Cross Connection Permits Per ENV-DW 505.06 ABD 505.02a: Tabled
5. Block off of Field Adjacent to Well Field/Damage to Field Due to Trespassers: Tabled

Long-Term Projects:

1. CIP Update: Tabled
2. DES Asset Management Survey: Tabled

Meeting Closed:

Motion to Close the Meeting by Commissioner Nathan Young. Seconded by Commissioner Bill Murphy. Passed Unanimously. The meeting was adjourned at 6:48 p.m. by Commissioner Nathan Young, Chair.

Next Meeting:

The Next Regular Meeting Penacook/Boscawen Water Precinct, 9 Woodbury Lane, Boscawen, NH. on, Wednesday, February 8, 2023, at 5:30 p.m.

Minutes submitted by: Lauren Hargrave, Recording Clerk on January 30, 2023

Minutes approved by: _____ /s/ _____ on February 8, 2023
_____ /s/ _____ on February 8, 2023
_____ /s/ _____ on February 8, 2023