



Selectmen's Public Hearing & Meeting
Tuesday, April 18, 2023
4:45 pm

Select Board: Charyl Reardon, Gil Rand, Scott Rice

Staff: Judy Welch, Mike Welch, Cathy Riley, Chief Kevin Millar, Kathy Welch

Horizon Engineering: Jesse Halikas, Cathy Conway, Brandon Colby, Donald Ware

NHDES: Eliza Styczynski, Tracy Wood

Attendees: Helen Jones, Bonnie Ham-Planning Board, Igor Bily, Jerry Miserandino, Bill Waterhouse

Zoom: Matthew Deterling-NHDES, Jared Henningson-Ice Castles, Margaret LaBarge-Planning Board, Mike Donahue, Taylor

Open Public Hearing

Charyl called the public hearing to order at 4:45 pm.

Charyl explained that pursuant to RSA 31:95-b, a noticed public hearing was necessary to take public comment on the accepting and expending of unanticipated revenue from an NHDES Drinking Water and Groundwater Bureau Energy Audit Implementation Grant.

The Town received \$11,500 to install two Rinnai Direct Vent Propane Heaters in the two well pump buildings.

Charyl then opened the floor to public comment.

With no public comments, so Charyl closed the floor at 4:46 pm.

Open Public Hearing

Charyl called the next public hearing at 4:47 pm.

Charyl explained that pursuant to RSA 31:95-b, a noticed public hearing was necessary to take public comment on the accepting and expending of unanticipated revenue from an NHDES Wastewater Engineering Bureau Grant.

The Town received \$30,000 to develop a Stormwater Asset Management Program.

Charyl opened the floor to public comment.

With no public comments, Charyl closed the Public Meeting at 4:48 pm.

Call Select Board Meeting to Order

Charyl called the Select Board Meeting to order at 5:00 pm.

Horizons Engineering/Level of Service Meeting/ Water & Wastewater Asset Management Grant

Charyl introduced Cathy Conway & Jesse Halikas from Horizon Engineering, Don Ware & Brandon Colby from Pennichuck, Kathy Welch from Welch Wastewater, Eliza Styczynski, Mathew Deterling, and Tracy Wood from NHDES.

Jesse from Horizon then explained that the point of the meeting was to get customer feedback, see what the public thinks about the current water system, and what their expectations are for operations, customer service, and water system management.

Jesse listed some of the water system's assets: Two wells, two pumping stations, one storage tank, 89 distributions of main segments, 169-line gate valves, and 147 hydrants. There are also 1,180 service meters.

Jesse then listed the summary assets for the wastewater system: 1 static system, seven pieces of pumping and grinding equipment, three observation ditches, four clarifiers, and 135 main collection segments, for a total of 25,000 linear feet. Also, there are 140 sewer manholes.

The total valuation of the water system was roughly \$41,000,000 (41 million dollars), and the value of the wastewater system was approximately \$15,000,000 (15 million dollars).

He explained that in terms of usage for residential, it was 48% of the water system, the commercial was 32%, and Ice Castles were 20% in winter. Use for the sewer system was 45% commercial and 55% residential.

Cathy with Horizon asked if anyone in the audience had any questions on the summary of the assets and the value, citing that people sometimes need help understanding the value of the assets and what it costs to maintain and replace them.

From NHDES, Tracy asked if the wastewater system's \$15 million includes the wastewater treatment plant.

Cathy with Horizon replied that it might include some components but not the total value of the treatment plant. Cathy explained that they are still gathering information, and the overall value will likely be more than \$15 million.

Jesse with Horizon then proceeded to the following asset prevention and condition components.

Cathy interjected, stating that the Level of Service was about a contract between the owner, operator, and customers; it is designed to determine the customer's expectations and the associated cost. She explained that Jesse is establishing operational goals that will put

everyone on the same page; for example, s if there is a water main break, what is an acceptable time to repair that? She also explained that it's about delivering quality water, the cost associated with meeting the established goals, and having operators available to fix and maintain these problems.

Eliza from NHDES added that the town decided to take advantage of the state's funding to develop the framework for an asset management program. She explained that the level of service is one of the core elements of asset management. There is a need for data-driven decisions when pulling together a project to determine what they will fund. In the case of essential agencies, it is vital to go at this as a proactive approach instead of a reactive one. She also stated that the data must work for you, and transparency is needed. Woodstock is small, but there are many assets to be maintained, and essential to understanding the expected level of service. Developing goals will help with that transparency and work for the town.

Jesse from Horizon then added a few specifics for asset preservation, the condition of the water system, and keeping the system up-to-date and easily accessible, noting that the Town has GIS field maps for that. Jesse said there is no regular preventative maintenance plan, so the Town seeks input to establish one.

Pennichuck currently exercises 20% annually for inspecting and maintaining gate valves, which comes out to roughly 71 gates a year. For inspecting and maintaining hydrants, Pennichuck does that annually, and storage tank inspections are done every three years. According to Mike, losses for system losses have been reduced from 60% to 35% in the last year. Jesse then asked for any questions or comments.

For Conservation in Compliance, Jesse stated that Pennichuck controls that and does tests to ensure the drinking water is clean. With Woodstock handling, compliance with the Lead and Copper rules will be coming up.

For Health and Security, Jesse stated that Pennichuck helps with the Dig Safe Program. Jesse also noted that the Public Works employees are firefighters or ex-firefighters and work closely with the fire department.

For Service and Quality, Jesse stated that maintaining a certain system pressure is coming out at 140psi from the gauge, and the minimum pressure at some of the I point is roughly 60psi.

Cathy clarified that that meets the standards for delivering the water to homes.

For Preparation for Water Shutdowns, Jesse stated that there should be a certain amount of time to let customers know when there will be an interruption in their service. Currently, a week is given. If there is a break, the department will immediately fix it. Cathy added that we want to ensure that we respond promptly and for repairs, not to schedule on holiday times, and that the department is aware of that. People are satisfied with the level of service the

Public Works Department provides. Mike confirmed that they respond immediately to any emergency system breaks.

Jesse stated that six months advance notice suits customer price change notifications. Jesse asked for any input.

Cathy clarified these were just suggestive goals and asked if other people had suggestions.

Scott asked if growth would be addressed in the asset management plan. Cathy replied that they would look at the growth that can be serviced with what the town has, such as another storage tank location and the capacity of the wells. Maps will need to be reviewed to see where growth might happen.

Bonnie wanted to add that she was with the Planning Board and let them know that the Board was revising the Vision Statement for the Town and looking at the Master Plan for 5-10 years out. Bonnie stated that the Board was trying to proactively look at what might be needed for infrastructure down the road.

Cathy asked about the timing and noted that they could use the predictions of what areas might show growth.

Bonnie stated there is yet to be a real timeline, just predictions, definitely Main Street, 112, Rte. 3 and 175. Due to the growth of Lincoln, it needs to be looked at. Scott noted that Main Street was already built out.

Bonnie added that many parcels of land need access to sewer and water, and only a small percentage have access to Town water and sewer. She stated that one of the goals was water and sewer accessibility within reason. Private water and septic systems are expensive to build.

Cathy stated that that kind of expansion would be a considerable investment.

Eliza noted that a good level of service goal for the water and sewer side of things would be to check in with planning yearly to re-assess and have conversations and communications. Bonnie added that all boards need to communicate on this.

Scott stated they needed to devise a schedule to replace some old pipes, to which Cathy and Horizon agreed. Cathy added that it would be looked at and returned with a prioritized list of where to start.

Cathy then brought up that there was only one water storage tank, that if it went down, everyone would be out of the water, and a fire protection issue. A water main break may inconvenience a few customers, but not all. They will look at that and growth and make a list.

Igor Bily asked if we were at capacity for the sewer and water.

Scott stated that the wastewater capacity was at 60% and could go to 80%, and the water was in good shape, with improvements being made over the next month or so.

When Gil asked Tracy about the 80% max ceiling, Tracy answered that with the 80%, you need to project out 20 years and determine if you need more capacity. She stated that you can remain at 80% for a long time if the community does not grow.

Tracy added that you must also look at storm run-off exceeding 80%.

Cathy said they would look at peak flows and see if any problem areas might need to be looked at.

Don Ware added that you need to look at what the wells will do, gallons per day, and what the peak capacity must be, at most, the output of all the town's wells.

Cathy added that the Town just received a sustainability grant to look at the wells in detail. The recommendations that come with that will be ongoing and added to the capital improvement plan.

Judy noted that there would be a conference call on April 25th on the sustainability grant.

Jessie moved on to the Wastewater suggested Level of Service goals and started with Asset Prevention and Conditions.

He noted that:

- A GIS was created to keep the system up-to-date and easily accessible.
- There was a regular preventative maintenance plan with the systems flushed out annually.
- Regarding Inspection and Maintenance, the sewer is inspected with CCTV scans and will be done now with a local contractor that will take over.
- Tracking Breaks and Repairs and having a living database is not currently in place and will be something that will be worked on.

Cathy stated that infiltration would be an essential part and asked Kathy Welch if she sees variations at different times of the year with the flow of the treatment plant.

Kathy replied yes, weekends and holidays, heavy rains. Tracy added that Horizon could prepare what is being put out on the drinking water side, what they are receiving at the wastewater facility, and what the difference is daily.

Jesse made additional statements:

- For Conservation Compliance and enforcement-the treatment plant is currently testing for safe effluent into the river.
- For Health, Safety, and Security -keeping the system up to date and easily accessible (to have a status system).

Cathy added that the systems could change, so we need to be aware of that and know what the levels look like to prevent any polluted rivers like back in the '70s.

-For Service Quality and Cost -want to keep the service customers happy.

For Preparation for Sewer Shutdowns: 2 weeks. Response to sewer breaks: immediate.

Response to customer complaints and questions: immediate. Informing customers of price changes: 6 months in advance.

Scott asked Cathy if the rate analysis was a part of that. Cathy replied that they would develop a Capital Improvement Plan and then work with the board and the community to discuss what the community could afford.

Eliza asked Mike and Kathy Welch if they had already walked through those goals and picked them. Mike replied yes that they had sat down and discussed. Eliza wanted to mention that they should remember that it should be manageable and be able to track and pull the data from somewhere. A timeline with goals should be set up in Excel or Google Docs.

Cathy noted they will have more information and recommendations on priorities at the next public meeting.

Charyl asked the public for any questions or comments.

Helen Jones asked if Welch's Wastewater and Pennichuck would put the information in and whether the Public Works Director has a license to maintain the water and sewer. Judy replied that it was unnecessary. Judy explained that the town employees are overseen by Welch's and Pennichuck and can work under their licenses. The agencies

Cathy stated that their program is just gathering information and making recommendations to the town so they can communicate and make decisions. Eliza added that the funding is to develop the program's framework so the consultants pull all the information into a workable program.

When asked when the plan might be completed, Cathy with Horizon replied that they have up to 24 months, hopefully, sooner, but take your time gathering information, so there is no precise date.

Eliza stated that the program updates continuously.

Scott added that they are hoping for a year.

Bonnie added that it would be nice to have some input to give before the next town meeting.

It was commented that it would be good for grants or bonds needed in the future.

Tracy covered the rate increases and how she has seen some small towns that wait and make a huge increase in rates instead of small increments. To avoid shocking the customers, and

how it is essential to think about the rates and how to increase them. Have to look down the road to things that could go wrong with the system.

Tracy asked if the sewer rates go to all or just the sewer system customers, to which Scott replied that they go to the residents that use the sewer system. Tracy suggested that the town looks into changing that so it goes into the tax rate for all. She noted that although those not on the sewer system might not like that, those with septic systems still have to have their septic tanks pumped, which has to go somewhere for processing. She suggested that the Town consider accepting and charging a fee for that.

Scott and Judy will look at the expenses and rates to see what can be done.

When Bonnie asked if it could be costed out for a more significant area expansion and to see how much it is if adding more users, Gil said there are many variables, like the cost of materials, etc. Gil also stated that 175 would not be cost-effective—still, Rte. 3 would be more acceptable.

Cathy said Horizon would also look at the priority list and project expenses at current market prices and calculate them in 2023 dollars. They will provide spreadsheets that can project costs over the next ten years. Hopefully, the more customers, the more the fees are spread out.

Charyl thanked all for the input and presentation.

Approve & Sign Minutes/April 4, 2023

Charyl made a motion to approve and sign the minutes for April 4th. Gil seconded the motion, Scott abstained, and the vote was affirmative.

Approve & Sign Minutes/April 14, 2023/Workshop

Charyl made a motion to approve and sign the April 14th minutes. Scott seconded the action, and the vote was affirmative.

Approve & Sign/Non-Public SEALED Workshop Minutes/April 14, 2023

Charyl made a motion to approve and sign the non-public workshop minutes. Gil seconded the motion, and the vote was affirmative.

Agenda Items Requested by Residents

Bill Waterhouse/Classification of School/Grange Street

Bill Waterhouse came before the board to ask about parking and using town property on School Street. He brought up that last year when he spoke about ordinances and outdoor dining; he was curious to ensure it was consistent with what was required to use the town property and wanted to know who owned School Street.

Charyl stated that it was the Town of Woodstock and brought up the original town records that went from 112 West to what was known as the Hare House (on the left on Bell Street). To the end of School Street, to where the church is. The records from 1902 and 1908 showed that School Street to Rte 3. The residents were paid in 1908 for the town to acquire the road. The documents have no consistency but will be marked at 20 feet.

Judy stated that, per the lawyer, the street is owned and maintained by the Town and that a copy was sent to Bill by the lawyer. He said he was sent to find a document saying it was not simply a right of way. Judy stated that a copy was sent to Bill and would check when.

Bill stated that he had found a survey showing the road's width was 24'.

Charyl clarified that the town's right of way could be up to 24'.

Judy stated that unless someone was to take them to court and brings in experts, this was where they were at.

When Bill was asked the purpose of his questions, he stated that because we have ordinances,

Charyl reminded Bill that they have been working on the new ordinances.

Bill was still concerned about the 4 feet extra, and Judy stated that a person would have to fill out an application to use the 4 feet, and Bill feels that people need to know precisely what Woodstock owns.

Judy says any more work would be at the cost to taxpayers, and they don't want to do that to the taxpayers.

Bill then asked if their insurance liability was to the town's benefit. Judy clarified that those using the property must provide the liability insurance certificate.

Bill wanted to comment on outdoor dining, his higher exposure to the town, and his concern. Scott stated that everyone using the sidewalk should provide liability insurance to the town and that the State also has a say on the property from the road's center line.

Use of Public Streets and Sidewalk Ordinance

The Board held a workshop on April 14th to regroup and review the legal opinion on the input provided by the Chief of Police, the Director of Public Works, and the public.

The Board addressed the areas of concern presented by legal and has sent them back for review.

The Board hopes to get their final approval and adopt the amended versions at the May 2nd BOS Meeting.

Vehicle Parking Ordinance

The Board held a workshop on April 14th to regroup and review the legal opinion on the input provided by the Chief of Police, the Director of Public Works, and the public.

The Board addressed the areas of concern presented by legal and has sent them back for review.

The Board hopes to get their final approval and adopt the amended versions at the May 2nd BOS Meeting.

Larry Vance Jr./Noise from Ice Castles

Charyl addressed Jared Henningsen, who was on Zoom representing the Ice Castles. Charyl informed him that the party concerned was not present, but she summarized the noise complaint past the 10:00 pm ordinance, with the generators and music. She was bringing it back to Ice Castles' attention to go over in the fall.

Jared wanted to state that they had made changes and made sure the sound was turned off overnight, and he then asked if there were other complaints.

Judy stated that most had seen improvement. However, there were complaints about the constant loud music all day. Maybe have to look into how the sound can be redirected.

Scott recommended they get the people affected to sit down and discuss it.

When asked if there had been any changes from last year, Jared said no, other than the ice bar, but he feels that noise would not travel that far.

Board suggested that they just let them know when they are back in the area to arrange a meeting sometime before the next contract is signed in October.

Jared agreed with that suggestion and signed off.

Chief Millar suggested that some tree rows might help with the noise to the board.

It was stated that it was a good idea and would be looked into.

Approve & Sign/NHDES Water Energy Implementation Grant

Charyl motioned to enter into a Water Energy Implementation Grant with NHDES and authorize Selectman Rice to sign the grant on behalf of the board. Seconded by Gil, Scott abstained, and the vote was affirmative. Scott then signed the grant.

Charyl then motioned to authorize Selectman Scott to sign any other documents that might come in emails to him. Gil seconded the motion, and the vote was affirmative.

Certificate of Vote of Authorization

Charyl then made a motion to authorize Selectman Scott to sign any other documents that might come in emails to him. Gil seconded the motion, and the vote was affirmative.

Approve & Sign/NHDES Stormwater Asset Management Grant

Charyl motioned to enter into a Stormwater Asset Management Grant with NHDES and authorize Selectman Rice to sign on the Board's behalf. Gil seconded the motion, and the vote was affirmative.

Certificate of Vote of Authorization

Charyl motioned to authorize Selectman Rice to sign any documents for the NHDES Stormwater Asset Management Grant on behalf of the Select Board. Gil seconded the motion, and the vote was affirmative.

Old/Other Business/Brought forth by the Board

Preliminary Tax Deeding List

This is just an updated preliminary list for your review. The Tax Collector will be here on May 2nd to provide an update.

Charyl stated that the Tax Collector had provided the preliminary list for the board's review of tax deeding. The Tax Collector will be back sometime next month to review the list.

Public Participation on agenda items

Bill brought up the water system and the land and asked if it was surface water, and Scott replied no, that it was well water through gravel. Bill is concerned about the security of the wells.

Judy stated that part of the grant they are starting to work on is the well and water tank security. Security is a concern and is being looked into.

Adjournment

Charyl suggested a motion to adjourn at 6:45 pm. Gil made the motion, seconded by Scott, and the vote was affirmative.

The public could participate remotely over Zoom by going to www.zoom.us, using the Zoom App on a cellphone, or on a **landline calling 1-646-558-8656 Password: 432845** and entering **Meeting ID: 840 0082 0895 Password: 395022**.

Those wishing to hear the recording of the whole meeting may access it by using this link:
<https://www.youtube.com/channel/UCxMH7OFC8H3KqBhYHsBr53g>


Charyl Reardon, Chairman

May 2, 2023
Date

Scott Rice



R. Gil Rand

