



**Cogswell Spring Water Works
Water Commission Meeting
Tuesday, March 19, 2024**

Members Present: Jerry Gilbert, Chairman; Bill Hall, Commissioner; Jeff Connor, Commissioner

Members Excused:

Guests: Jim Donison, Superintendent; Josh McCutcheon, Operator; Steve Connor, Christine Gagne

Recording Secretary: Kelly McCutcheon

Call Meeting to order at 16:00 hours.

Review the Minutes from the previous meetings:

Commissioner Hall moved approve the February public minutes as amended. Commissioner Connor seconded. Motion carried 3-0.

Commission Hall moved to approve the February non-public minutes as presented. Commissioner Connor seconded. Motion carried 3-0.

Commissioner Hall moved to seal the February non-public minutes. Commissioner Connor seconded. Motion carried 3-0.

Appointments. None

Visitors. None

Superintendent's Report.

1. Monthly Bacteria Tests (2) taken on 3/4/24. Both were absent.
2. Last 365 days and 90 days of water use records for wells 1 and 2 attached.
3. Still investigating whether there is high "Unaccounted" water use. Will take system meter reads next week and possible meet with GSRWA on 3/28/24 to investigate sources of possible leaks.

FINAL

4. Extractions – 0 taken. Replaced water meters at 25 Fairview for Marlene Kriester and 100 Old Hillsborough Rd.
5. Dig Safes – 3 requests from 2/20/24 to 3/18/24.
6. Deduct Meter application – 0 requests have been made.
7. Hydrant flushing to be performed – Next round to be performed in May-June 2024 to complete the remaining 15 hydrants. Notices were included in Jan billing.
8. Missing Rush Road gate valve (reminder for Jim to look for it).
9. CSWW Source Water Protection Program – Alex Herlihy (GSRWA) completed draft report.
10. Emergency Plan updated – see attached for BOC review and approval at the April regular meeting (email from Norm and Ryan Bumford received to remove their names from the Town website plan)
11. Lead and Copper rule – met with Hazen consultants on 3/15/24 to discuss ongoing data gathering and submittal of info to NHDES. All lead services to be identified with a replacement plan by Oct 2024.
12. Asset Management Program – ongoing data gathering of asset information continuing with goal of completing entire plan by Dec 24.
13. Water main break on Rte 114/Hope Rd repaired. Required services of WSO Plus, Steve Connor and McComish Excavating and American Flagging. Leak was within 3 ft of 1/20/24 water break.
14. Removing tree which fell on 500k water tank on 2/19/24. No observed damage to tank.

Abatements.

1. 100 Old Hillsborough Rd, Patrick and Christine Gagne
 - Replaced meter and now back to reading 190 gallons per day. Rebate requested of \$602.55

Commissioner Connor moved to abate \$602.55 for 100 Old Hillsborough Road. Commissioner Hall seconded. Motion carried 3-0.

Jim will reach out to Deb Aucoin to inform her of the granted abatement.

Old Business.

1. Expenditures and Revenues 2/29/2024 – see attached.
2. USACE update on Foster Well No 3 – **No update**
3. NHDES grant for \$61,515 -Asset Management Plan. Work proceeding with Dec 24 deadline.
4. NHDES Automatic Security gate grant \$18,400. Paving will be scheduled in summer 2024.
5. NHDES Cyber Security Grant award for \$6,234. Includes a new computer and assistance from Mirador (Town's IT consultant) to make changes to sign-in procedures – **Met with Mirador IT on 3/13/24 and they reconfigured the current desktop to be the SCADA computer, install a new**

firewall, install a new laptop to replace the desktop as the primary office computer and install “splashpad” app for access to the SCADA from phones or computers.

6. Patterson Road Bridge 2” watermain replacement: Henniker Directional Drilling with plan to bore 4” PE pipe across river to roadway with a deep pit. – **Jeff Martin has scheduled to perform this work for early April 2024. Hall Excavating is available to perform the pipe install with 2-3 stacked trench boxes and EJP to perform 4” tap into 6” cast iron pipe – see attached sketch.**

Jim met with Jeff Martin a week ago regarding the directional drilling at the Patterson Road Bridge. Directional drilling will happen between the two property abutments. Chair Gilbert stated he does not want to be in the vegetation and requested drilling happen closer to the old paper mill site, east of the concrete pad. Commissioner Connor asked what the price difference is increase the pipe up to a 6inch, so the old hydrant could be placed back online. Chair Gilbert stated his concern if the pipe is not sleeved to protect the pipe from exposure.

The Commissioners tasked Jim with first asking Jeff Martin if he recommends sleeving the pipes. Then ask Jeff Marting for a written price for 4-inch pipe, 6-inch pipe, 4-inch internal pipe with 6-inch external sleeve, and 6-inch internal pipe with 8-inch external sleeve.

7. Henniker Sand & Gravel, 72 Bradford Road cut and cap service connection and extend 6” watermain across Rte. 114 with fire hydrant – **waiting to hear what the plan is for the property prior to disconnecting this service connection. No update.**
8. Insurance claim for damage to hydrant on Rush Road. **Work will be scheduled for replacement in spring 2024. Hydrant delivered to storage bldg.**
9. New water meter software “Beacon” from Stiles Co. was used for Jan 24 water collection and billings. **No update** on new tablet components to arrive to replace the old field collector.
10. Develop plans for garage expansion at Davison Rd and sell garage at well field. – **Preliminary expansion plans of a 20’x20’ bldg. Jim to obtain quotes from contractors: concrete, framer, sider and roofer. Cote Bosivert is removing the existing garage at the well field and staff is relocating all equipment to office garage or storage outside under tarps.**
11. Confirm/sign employment agreement for Joshua McCutcheon to continue on a permanent Part Time basis – see attached.

Commissioner Hall moved to execute and sign the document as presented. Commissioner Connor seconded. Motion carried 3-0.

12. Final CSWW BOC approved 2024 operating budget approved at Town hearing on 3/16/24.
 13. Watermain repair performed on 3/8/24 on Rte. 114/Hope rd. 6” crossing immediately within 3 ft of previous repair break which occurred on 1/20/24 (repair clamp placed on circumferential break in cast iron pipe). Used Steve Connor, WSO Plus, McComish Excavating and American Flagging. Permanent trench patch to be placed this summer 2024 per NHDOT.
 14. Repair to RAM truck schedule for April 8/24 at Hillsborough Ford body shop and Enterprise truck rental - Primex has \$1,000 deductible.
 15. Lead and Copper Rule – updates required for NHDES by Oct 24 – see attached list.
- BOC to approve carryover of vacation balance over 80 hours on 5/30/24 anniversary date for Jim Donison – see attached email from Sherry Bradstreet, Finance Director.
16. BOC to approve carryover for vacation balance over 80 hours on 5/30/2024 anniversary date for Jim Donison – See attached email from Sherry Bradstreet, Finance Director

Commissioner Hall moved to approve as presented. Commissioner Connor seconded. Motion carried 3-0.

New Business.

Commissioner Hall requested meetings be moved to Mondays at 4pm (1600H). By Consensus meetings will be held on the 3rd Monday of the month moving forward.

Non-Public Section 91-A:3 (e).

None

Commissioners Concerns.

With the the Patterson River Crossing Test scheduled next week, Commissioner Hall recommended Ramsdell River Crossing also be tested.

Scheduled next meeting:

At 16:00 on April 15, 2024

Adjourn Meeting.

Chair Gilbert moved to adjourn. Commissioner Hall seconded. Motion carried 3-0.

Adjourned at 5:35pm.