



**Cogswell Spring Water Works
Water Commission Meeting
Tuesday, November 21, 2023**

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

Members Excused:

Guests: Jim Donison, Superintendent

Recording Secretary: Kelly McCutcheon

Review previous minutes:

**Commissioner Hall moved to accept the minutes as amended. Commissioner Connor seconded.
Motion carried 3-0.**

Chair Gilbert moved to enter non-public. Commissioner Hall seconded. Motion carried 3-0.

Chair Gilbert moved to exit non-public. Commissioner Connor seconded. Motion carried 3-0.

**Chair Gilbert moved to approve the non-public minutes as amended. Commissioner Hall seconded.
Motion carried 3-0**

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

Appointments: None

Visitors: None

Superintendent's Report:

1. Water operator Andrew Rheaume resigned effective 11/17/23.
2. Monthly Bacteria Tests (2) taken on 11/7/23. Both were absent.
3. Last 90 days of water use records for wells 1 and 2 attached.
4. Final Meter Reads: 3 taken (170 Hillside Drive, 41 Liberty Hill Rd and 309 Western Ave).
5. Extractions – none taken.
6. Dig Safes – 7 requests from 10/17/23 to 11/20/23.
7. Deduct Meter application – 0 requests have been made.
8. Hydrant flushing to be performed – Next round to be performed in May-June 2024 to complete the remaining 15 hydrants. *Informational pamphlets will be included with the billings and will be posted on the website*
9. Missing Rush Road gate valve (reminder).
10. Trimble installed on the Depot Hill tank levels. See attached printout of water levels.

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11. Beacon AMS software – waiting for tablet to be configured for next round of billings in Jan 24.
12. CSWW Source Water Protection Program – 2 meetings held on 11/16 and 11/20. Meetings hosted by GSRWA at CSWW office and virtual. Attendees included Alex Herlihy (GSRWA), Charlene Story and Holly Green (Henniker Conservation Commission).
13. Draft CSWW 2024 budget
 - Adjustments were made to the budget including an increased minute taker rate from \$17 per hour to \$20 per hour effective November 21, 2023
14. Lead rule – ongoing data gathering and submittal of info to NHDES and their consultant, Hazen. All lead services to be identified with a replacement plan by Oct 2024.
15. Asset Management Program – ongoing data gathering of asset information continuing.
16. Security gate – gate installed. Next steps are to install the motor pad and electrical conduit/service. Bill Marko is available week of 11/27 to auger 2 holes for concrete sonotubes to be placed under and connected to motor concrete pad.

Old Business:

1. Expenditures and Revenues – *see attached*.
2. Depot Hill Tank electricity: Per discussions with Lorin Mulligan and Leah-Eversource, Lorin has concerns with the removal of the last pole, Removal of the electrical service is on hold pending their resolutions – *no update*.
3. USACE update on Foster Well No 3 – From: Davi, Maureen B CIV USARMY on 11/20/23: Good morning, Jim, the matter is still in review. We did request a response by 30 November. I'll get in touch the first week of December to let you know if we have a determination how to proceed on this. Maureen - *No update*
4. NHDES grant for \$61,515 -Asset Management Plan. Proceeding with collecting assets including gate valves, hydrants, service connections/curb stops and watermain.
5. Automatic Security gate grant \$18,400. American Fences, Hooksett, NH installed posts and 15' wide single swing Tymetal fortress heavy duty swing gate. Brian C. Letendre, Controlled Access Integrators, LLC, is ready to install swing gate operator w/ battery backup w/ 6 clickers and Knox box for emergency vehicles once concrete pad is ready. Moonlight Electric and Steve Connor to extend trench/conduit from pump bldg. 1 to gate (120V/20 amp). Bill Marko to auger 2 holes for sonotubes week of 11/27 and JJD to prepare forms for conc pad and elec conduits (3-3/4 diameter) and place concrete for swing gate operator.
6. Patterson Road Bridge 2" watermain replacement: Henniker Directional Drilling, Jeff Martin 603-496-1912, Plan is to bore 4: PE pipe across river to roadway with a deep pit rather than boring up the hill. – *Sent email to Jeff on 11/20 asking him to schedule the work for May 1, 2024.*
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

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property prior to disconnecting this service connection. *No update.*

8. Insurance claim for damage to hydrant on Rush Road – *Received check from USAA insurance for \$5420.33 for hydrant and installation by EJPrescott. Also received 2 nd check for \$1,000 for Steve Connors cost for excavation and backfill. Work will be scheduled for replacement in spring 2024. Question: order hydrant and store at EJP?*

- Hydrants will be ordered and stored on Water Department Property for ease of access in case of emergency.

9. Meter software Stiles Co. provided 9/26 training on the new software and October sewer billing used the new software system. Still waiting for the new tablet to replace field collector.

10. Develop plans for garage expansion at Davison Rd and sell garage at well field. – no update

11. Provided review comments which were satisfactorily addressed for the site plan application received for Maple Ave/Post Office Rd.

12. CSWW to attend Great American Taste Test Contest hosted by the National Rural Water Association at their annual rally in Washington, DC in early Feb 24. Included will be visiting with the two state senators and two state representatives to tell CSWW's story about running a water system.

- The Water Commissioners nominated Jim to attend on behalf of CSWW
- The Water Commissioners will also cover the cost his guest if he elects to bring a guest with him

New Business:

1. Cyber Security Grant award for \$6,234. This includes a new computer and assistance from Mirador (Town's IT consultant) to make changes to sign-in procedures. CSWW BOC to vote on the name of individual who will be signing the agreement. Sign and initials all pages.

Commissioner Hall moved to accept the Cyber Security Grant award for \$6,234. Commissioner Connor seconded. Motion carried 3-0.

2. Draft 2024 operating budget for preliminary review attached. BOC to continue review at the 12/21/23 mtg and a budget hearing will be scheduled for 1/16/24.

3. Readvertise for Part time / full time employee.

In addition to advertising for a full-time employee, the Commissioners will also be advertising for a temporary part-time person for 6 months at \$30 per hour to aid Superintendent Jim until the full-time position can be filled.

Commissioner Hall moved to approve hiring a temporary part-time person for 6 months at \$30 per hour to aid Superintendent Jim until the full-time position can be filled. Commissioner Connor seconded. Motion carried 3-0.

Non-Public section 91-A:3: Discussed at beginning of the meeting.

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Commissioner's Concerns: Commissioner Hall requested bright LED light bulbs for the bathroom instead of the incandescent light bulbs.

Schedule next meeting:

The next meeting on December 19th will continue the budget meeting and discussion.

The January 2024 meeting will be the budget hearing.

Adjourn Meeting:

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

Adjourned at 6:15 pm.