



**Cogswell Spring Water Works
Water Commission Meeting
Tuesday, November 15, 2022**

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

Guests: Jim Donison, Superintendent

Recording Secretary: Kelly McCutcheon

Review the Minutes from the previous meetings: 10//18/22

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

Appointments. None

Visitors.

Kristen Claire Patenaude was scheduled to attend but was unable to make the meeting

Superintendent's Report.

- NHDES State Requirements
 1. Monthly Bacteria Tests (2) taken on 11/1, both were absent for bacteria. Chlorine turned off on 11/3/22.
- Last 30 days of water use records and water levels for wells 1 and 2 attached
- Budget Discussion – see attached 2018-2023 draft proposed
- Extractions -
 1. One taken at 19 Hall Street/ Montshire pediatric Dentistry (they were using 3,000 gpd from July to oct 31, as sprinkler/lawn irrigation was not adjusted properly)
- Final Reads – 2
 1. 6 Pike Street
 2. 676 Western Ave
- Dig Safes – 7 requests from 10/18/22 through 11/14/2022
 1. 2 required markouts i.e., within water limits or were new requests
- Deduct Meter application – sent application to 19 Hall Ave
- Training

1. Jim Donison attended Granite State Rural Water training on 11/15 and Steve Knight is taking the water operator class 5 days in Nov
 2. Steven Knight to take water exam in Dec 7/22
- Abatements – 0 requested
 - Aquamen Water purchased 5 loads of bulk water for ELVWD on 10/20/22 and 5 loads on 10/28/22 (\$ 390 invoice for each date) - total for Year – 9 invoices for total of \$ 5,226.
 - Schedule hydrant checks to ensure barrels are dry in the next month.
 - Submitted Grant application to NHDES for \$18,400 security automatic entrance gate to wells 1 and 2 and replacement \$2,000 laptop for the billing software (identified in the cyber security assessment).
 - Liberty Hill Rd reconstruction project scheduled in spring 2023 (leo)
 - Still waiting to hear back from USArmy Corps requesting amendment to the agreement to allow pumping of 150,000 gpd from well no 3 and waiver for water fee.
 - Received invoices from WSO+ for
 - a. 8 invoices for “3” mag meter rental/day+2.5” hose rental/day+2.5” hydrant valve rental/day - \$250/day x 7 + 1 at \$600 = \$2,350 total – **They did not request approval from me to bill for these services, so I recommend that these invoices not be paid!**
 - b. Rush Rd and Main Street – 7/25/22 to 7/27/22 (23 hours) - \$2,800 invoice, OK to pay
 - c. System coverage \$200/day on 7/29, 7/30, 7/31, 8/7, 8/8, 8/9, 8/10, 8/11, 8/19, 8/20, and 8/21 – total of \$2,200, OK to pay.
 - d. Monthly fee May-Dec at \$300/month = \$2,400, Ok to pay but let them know that this will not be renewed in 2023.
 - See attached quoted from EJP (\$2,771.42) and Stiles \$2436.68) for 3” Hydrant meter and backflow preventor for bulk water connections. **Purchase or require ELVD to purchase?**

The Commissioners agreed the Water Department should not bear the financial responsibility of the rental cost recently billed and that WSO should invoice Aquaman. The Commissioners agreed that having a backflow preventor would be good for the department when bulk water connections need to be completed.

Commissioner Connor asked if there is a difference between the EJP and Stiles backflow preventor besides cost. Superintendent Jim will look into it and speak with the EPJ representative coming out next week, and will ask if the backflow preventor would be covered under the VAS (Value Added Service) Plan the department recently joined.

Commissioner Hall moved to table the purchase of a backflow preventor until the next scheduled meeting. Chair Gilbert seconded. Motion carried 3-0.

The \$300 per month retainer with WSO needs to be reviewed to determine if the monthly cost will remain the same in 2023.

Old Business.

1. Expenditures – see attached 2022 budget and expenditures \$389,323.64 / revenues \$534,726.45 through 11/22

Salary was updated to include the \$150 yearly stipend shared amongst the 3 Commissioners. Part-time wages include holiday pay and contingency overtime wages for the Superintendent and Operating Officer. The electric will be increasing from .065 to .22 cents per KWH.

Postage increased because next year the manganese rule goes into effect. Well #3 is not connected to the current water system but is tested with the other wells. Well #3 tests positive for manganese and public notices have to be sent once the new rules go into effect. The State advised Superintendent Jim to abandon well #3.

Superintendent Jim stated a treatment system at well #3 would get rid of the manganese so the department does not have to send customers violation letters for well #3. Well #3 is not active on the current water system. Commissioner Hall stated they will need to educate the public and that the cost of a new well treatment system far exceeds the cost of the violation.

Well #3 is not online and has no impact on the water system but needs to be tested per State of New Hampshire rules.

Overall, the budget for the department is down roughly \$30,000 from last year with two part-time operators.

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

New Business.

1. 2023 CSWW Budget hearing scheduled for 12/20/22 at 4:00 pm with second budget hearing for 1/17/23. See attached for review and discussion the DRAFT proposed 2023 budget of \$401,466 operating budget and \$95,000 for capital Improvements for an estimate of \$496,466.24 reflecting a \$31,738.59 decrease from 2022 budget of \$528,204.83.

The Budget hearing is rescheduled to 12/13/2022 by consensus

2. Debt service CSWW 2023-2039, see attached.

Commissioners Concerns.

Commissioner Hall stated they need to revise the chlorine methodology for next year. He stated he does not see the need to chlorinate the entire system, just the affected areas. Commissioner Connor asked how close to the Davison Road tank can a foundation or wall system be installed without disturbing the tank. Commissioner Hall stated maybe 10ft.

Commissioner Connor informed Superintendent Jim that if he needs sand or salt to ask Road Agent Leo Aucoin and to ask Leo about plowing until the plow arrives for the Water Department truck.

Schedule next meeting: December 13, 2022 at 16:00 BUDGET HEARING followed by regular monthly meeting

Adjourn Meeting.

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

Adjourn at 6pm.