



**Cogswell Spring Water Works
Water Commission Meeting
Tuesday, October 17, 2023**

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

Members Excused: None

Guests: Jim Donison, Superintendent; Josh McCutcheon, Andrew Rheaume

Recording Secretary: Kelly McCutcheon

Call meeting to order: **Chair Gilbert called the meeting to order.**

Review minutes from September 19, 2023 regular meeting and non-public.

Commissioner Hall moved to approve the September 19th public minutes as presented. Chair Gilbert seconded. Motion carried 3-0.

Commissioner Hall moved to enter into non-public. Commissioner Connor seconded. Motion carried 3-0

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

Commissioner Hall moved to approve the September 19th non-public minutes as amended. Commissioner Connor seconded. Motion carried 3-0.

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

Appointments: None

Visitors: Andrew Rheaume scheduled at 5:00 for interview.

Andrew arrived at 4:50pm and spoke with the Water Commissioners until 5:30 regarding the open position and everyone's expectations.

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

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

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

Superintendents Report:

1. Monthly Bacteria Tests (2) taken on 103/23. Both were absent.
2. Last 90 days of water use records for wells 1 and 2 attached.
3. Final Meter Reads: 2 taken (249 Hillside Drive and 142 Hillside Drive).
4. Extractions – none taken, although one was offered to Fire Chief as they had been experiencing high water usage for last year – it was a leaky toilet apparently.
5. Dig Safes – 14 requests from 9/19/23 to 10/16/23.
6. Deduct Meter application – 0 requests have been made.
7. Hydrant flushing to be performed – dependent on staffing of water operator, flushing will occur late -October to complete the remaining 15 hydrants.
8. Missing Rush Road gate valve. Will continue searching for additional paved over gate valves.
9. Providing gate box risers to Leo Aucoin for raising of gate valves on Liberty Hill rd. and Old Hillsboro Rd.- on 10/18/23
10. EJ Prescott VAS program. Inventory list and “minimum’s” for each inventory item to be entered into an online program.
11. Continuing to work on scanning all water meter records into digital format as part of asset management.
12. Trimble installed on the Depot Hill tank levels. See attached printout of water levels.
13. Beacon AMS software installed Stiles and training on billing provided included to Town office staff – Helga Winn.
14. Contacted Charlene Story, 150 Hillside Dr - 603-428-7633 and David Mclean, 209 Rush Rd - damclean@verdantas.com 603-428-8230 to see if they were interested to participate in the CSWW Source Water Protection Program – 4 meetings in next 6 months, meetings hosted by GSRWA and report will be prepared by GSRWA. No answer from Charlene Story and David Mclean said he would help.

Old Business:

1. Expenditures – 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: Good morning, Jim, We did submit a memo regarding the request to our higher level reviewers and there were some questions. We’re developing responses and expect to resubmit early next week. 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. First update report to NHDES submitted – see attached.
5. Automatic Security gate grant \$18,400. Steve Connor cleared the path for electrical service line. Project includes American Fences, Hooksett, NH \$8,400 - 6' high x 15' wide single swing Tymetal fortress heavy duty swing gate, hinged on a 6-5/8" o.d. gate post and latched on a 4" o.d. gate post, and Brian C. Letendre, Controlled Access Integrators, LLC, \$6,800 to install swing gate operator w/ battery backup w/ 6 clickers and Knox box for emergency vehicles and Moonlight Electric \$2500 and Steve Connor \$2500 to extend trench/conduit from pump bldg. 1 to gate (120V/20 amp) and install conc pad for swing gate operator. The total estimated costs are \$26,200 to include \$6,000 for paving. NHDES has responded that the grant funds will not cover paving – see email attached. **American Fence said 10/19 for post installation (which means we need stve connor to remove existing posts by 10/18/23) and week of Oct 23 for gate installation. See attached quarterly report to update to NHDES**
6. Patterson Road Bridge 2" watermain replacement: Henniker Directional Drilling, Jeff Martin 603-496-1912, Plan is to bore 4in PE pipe across river to roadway with a deep pit rather than boring up the hill. – **Jeff Martin responded on 10/17/23 that they may be able to perform drilling across river in winter – see email response. Commissioners will deal with it in 2024 after last frost and mud season**
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 – I returned call to Police Dept (officer Amy) and informed her that the hydrant was damaged and will need to be replaced with a replacement cost of \$6,000 – **Picked up police report from Police on 10/17/23 – JJD to call insurance company.**
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 new tablet to replace field collector
10. Develop plans for garage expansion at Davison Rd and sell garage at well field. – **no update**

New Business:

1. Site plan application received for Maple Ave/ Post Office Road – Plan available for review with review comments due by 10/31/2023
 - Old disconnect needs to be located.
 - Hydrant will need to be elevated to grade.
 - Commissioner Hall recommends a 2in over a 6inch for better water quality for the dentist office.
 - Commissioner Connor recommends coming off the current hydrant, adding a T then installing the new hydrant with a new gate.
 - Commissioner Connor also recommends/requests that the 2in line be brought to the gate valve at the property line for future easy access for maintenance and repairs.

Commissioner Concerns: None

FINAL

Non-public Section 91-A:3

Commissioner Hall moved to enter into-nonpublic. Chair Gilbert seconded. Motion carried 3-0.

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

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

Schedule next meeting:

November 21, 2023 at 1600 hours.

Adjourn:

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

Adjourned at 6:20pm.