



**Cogswell Spring Water Works
Water Commission Meeting
Tuesday April 18, 2023**

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

Members Excused: Bill Hall, Commissioner

Guests: Jim Donison, Superintendent

Recording Secretary: Kelly McCutcheon

Review the Minutes from the previous meetings: 3//21/2023 regular monthly meeting.

Chair Gilbert moved to approve the minutes as amended. Commissioner Connor seconded. Motion carried 2-0.

Appointments. None

Visitors. No one scheduled.

Superintendent's Report.

1. Monthly Bacteria Tests (2) taken on 4/4/23, both were absent for bacteria.
2. Last 90 days of water use records for wells 1 and 2 attached
3. Extractions – one taken 1) 566 Western Ave for Frank Chin / mobile home park and meter switched to confirm meter accuracy, result was 11,000 gpd for 8 units.
4. Abatement requests - none
5. Dig Safes – 8 requests from 3/21/23 to 4/17/23
6. New Services: none, except 566 Western Ave installed a new 4' diameter PE pipe and services with meter pits to all 8 mobile home units. Watermain was pressure tested on 4/17/23 and bacteria sample taken on 4/18/23. Pending negative bacteria sample results on 4/19/23, contractor (Gordon Services of Jaffrey) will be placing all 8 units online on 4/20/23.
7. Deduct Meter application – none received.
8. Inspection and cleaning of the precast tank 500,000 gallons - April 19 to investigate bacteria growth in tank.
9. EJ Prescott VAS program. Inventory list of "minimums" for each inventory item completed.
10. Steve continued to work on scanning all water meter records into digital format as part of asset management.
11. Steve continuing to install hydrant metal number "tags" to identify hydrant numbers as part of asset management program.

12. See attached proposed flyer for remote reading endpoint units for customers if they want to purchase and have CSWW install the new units.
 - a. *Commissioner Connor recommend getting a few. One for Town Hall and the Fire Station to start. Chair Gilbert stated he would like to wait distributing the flyers until Commissioner Hall is also present. A third meter will also be purchased per request from Frank Chen.*
13. See attached flyer for hydrant flushing and the “24”x36” A-Frame” notice – two will be installed at bridge/Main/Maple intersection during weeks CSWW is flushing. – to start week of May 3 for approx. 6 weeks
 - a. *Chair Gilbert recommends the A Frame Sign at the Fire House as well as the triangle by the pharmacy in addition to traditional mailers and social media outreach.*
14. See attached public notice for customers to sign into public alerts
15. Hired Dennis Lanphear at \$1,200 to grade driveway area of well field over this past week
16. Meeting with EJP on 4/21/23 at 10 am to walk to Depot Hill Tank to investigate their Trimble monitoring system for tank levels which can be tied into the EOS scada system (see attached quote)

Old Business.

1. Expenditures – see attached revenue and expenditures to date.
2. Inspect 500,000 gallon tank on April 19th - empty tank starting on Monday 4/17, Joe Papos w/ DN Tanks 617-335-7999 will be available Wednesday 4/19/23 to perform inspection – water system will operate off of the Depot Hill Tank, Josh Worthen with GSRWA will be present with confined space equipment, notified Jim Morse w/ Fire Dept. on 4/17/23, and disinfect tank w/ chlorine at 1.0 mg/l tank when filling up, and Eastern Analytical will take a bacteria sample on Monday 4/24/23.
3. Depot Hill Tank – coordinate w/ Eversource for electrical disconnect service in late April after 500K gal tank is back online.
4. USACE update on Foster Well No 3 – No update.
5. Waiting for Governor’s Council Approval w/ NHDES grant for \$18,500 -automatic security gate.
6. Waiting for Governor’s Council Approval w/ NHDES grant for \$61,515 -Asset Management Plan.
7. Henniker Direction Drilling, Jeff Martin 603-496-1912, for cost proposal to install 4” diameter HDPE pipe on Patterson Hill Road under river & permit requirements – no update.
8. Henniker Sand & Gravel, 72 Bradford Road cut and cap service connection and extend 6” watermain across Rte. 114 with fire hydrant – to be done in May/June with assistance from Steve Connor.
 - o *Close and extend with two T gates & caps for future site use and pending permission to add a fire hydrant*
9. 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 – no update.

New Business.

1. Bacteria samples taken on 4/4/23 were both absent for bacteria.
2. Abatement requests - none received.
3. Completed Henniker Energy Committee questionnaire (attached)
4. Submitted 1st Q 2023 quarterly water flow to NHDES (attached)

5. Execute warrant to appoint Debbie Aucoin as the Water Tax Collector.
6. Execute Warrant to recommit the uncollected water balances to the new Tax Collector.
7. Meter replacement program: budget for 2023 is \$26,800 – Units to be ordered and install to start in summer 2023.
8. At request of 566 Western Ave, Frank Chen I sent out the existing water meter to be tested. New replacement water meter showed 34,007 gallons over 3 days, approx. 11,335 gpd. He would like to install an Orion cellular endpoint at his own cost and upon a check from him for \$308, a new Orion endpoint unit will be installed so daily flow can be obtained and alarm notices. He will have access to online information.
9. Town staff merit increases are typically due 4/1/23 (this is the town's cycle of merit increases), To discuss in Non-Public Section 91-A:3 (II(a)).

Non-Public Section 91-A:3 (II(a)).

1. To discuss "the compensation of any public employee" - staff wages

Commissioner Connor moved to enter into Non-public section 91-A:3(II(a)). Chair Gilbert seconded. Motion carried 2-0.

Chair Gilbert moved to exit non-public section 91-A:3(II(a)). Commissioner Connor seconded. Motion carried 2-0.

Chair Gilbert moved to seal the minutes. Commissioner Connor seconded. Motion carried 2-0.

Commissioners Concerns.

None

*Schedule next meeting: **May 16, 2023, at 16:00***

Adjourn Meeting.

Chair Gilbert moved to adjourn. Commissioner Conner seconded. Motioned carried 2-0.

Meeting adjourned at 5:30pm