



**Cogswell Spring Water Works  
Water Commission Meeting  
Tuesday, June 20, 2023**

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

**Members Excused:**

**Guests:** Jim Donison, Superintendent; Steve Connor, Josh McCutcheon

**Recording Secretary:** Kelly McCutcheon

Review the Minutes from the previous meetings: 5/21/2023 regular monthly meeting.

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

Appointments. None

Visitors. No one scheduled.

Superintendent's Report.

1. Monthly Bacteria Tests (2) taken on 6/7/23, both were absent for bacteria. Flushed the 6" drainline on May 30 for 5 minutes.
2. Last 90 days of water use records for wells 1 and 2 attached.
3. Extractions – none taken.
4. Abatement requests – none received.
5. Dig Safes – 8 requests from 5/17/23 to 6/19/23.
6. Deduct Meter application – none received.
7. Liberty Hill Road – Hall Construction project to install new 10" dia PVC pipe under new box culvert. Two 10" gate vales installed on 6/14/23. New connecting line between gate valves will be installed in next month and will include flushing isolated section, chlorinating and bacteria testing before it is placed into service.
8. Hydrant flushing continuing since 5/3/23, and will continue until complete, which should be this month, except for a few that would not open. Water alerts being sent out and signs placed in from of fire station and corner of main/bridge/maple street intersection. Two hydrants have been placed out of service (one on Juniper Ridge and one on Village Green – would not shut down, so closed hydrant gate valves, EJP will order the bottom fitting from EJP and perform repairs. Hydrant flushing includes placing hydrant labels on hydrants and entering hydrants and gate vales into asset management program.

9. Explore Rush road and determine if gate valve is partially closed.
10. Repair gate valves hit by plow – Davison Rd across from Pine Hill and Hillside Drive – waiting for insurance.
11. EJ Prescott VAS program. Inventory list and “minimum’s” for each inventory item to be entered into an online program.
12. Brought all large sized water plans to Staples in May to be scanned and entered into computer.
13. Continuing to work on scanning all water meter records into digital format as part of asset management.
14. See attached proposed flyer for remote reading endpoint units for customers if they want to purchase and have CSWW install the new units – will include in Jan 2024 billing mailings if approved.
15. Ordered the Trimble monitoring system for the Depot Hill tank levels for \$9,000. Waiting For delivery.

#### Old Business.

1. Expenditures – see attached revenue and expenditures to date.
2. Depot Hill Tank – coordinated w/ Lorin Mulligan and Leah-Eversource for electrical disconnect service -scheduled for May 17-26/23. Wells will operate off of the 500k tank. **Removal of the electrical service is on hold pending their resolution**
3. Received a price quote of \$9,000 for a Trimble unit, which uses a 5 year battery and satellite connection, from EJ Prescott, to enable CSWW to monitor the water levels in the Depot Hill tank and be alarmed in the event of low or high water levels for \$9,000.
  - This provides better ability to measure the tank
4. USACE update on Foster Well No 3 – No update.
5. Received Governor’s Council Approval w/ NHDES grant for \$61,515 -Asset Management Plan, mtg 6/21/23 at 1pm to review schedule and process.
  - This is to ensure proper invoicing procedures
6. Automatic Security gate grant - automatic security gate. Includes American Fences, Hooksett, NH - 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. Nov/22 quote of \$8400 and Brian C. Letendre Controlled Access Integrators, LLC, and Town electrician and contractor to extend trench/conduit from pump bldg. 1 to gate (120V/20 amp)w/ 6 clickers and knoxbox for emergency vehicles.
  - Steve Connor will did dig the electrical line for the pump station gate on the bottom south side slope.
  - Steve Connor suggested a tile catch basin for all the conduits at the pump station gate. Steve also stated his concern about the slope and soil erosion which is why he recommended a tile catch basin
  - Superintendent Jim will ask the company to come to site to view the slope and make recommendations. He will also start clearing the site to prep for the electrical line
  - At the Commissioners request Jim will inquire about if the gate auto closes once inside and what options are available.
7. Patterson Road Bridge 2” watermain replacement: options 1, 2 and 3: (1) Henniker Directional Drilling, Jeff Martin 603-496-1912, Jeff liked the idea of boring across the river roadway with a deep it rather than boring up the hill. He is working on a schedule and a contractor to perform this
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 2023 with assistance from Steve Connor.

- Steve stated he will take a pressure check from another site that is more reliable than the Mobile Station pressure check. From there he will be able to determine if he can hook onto to coper pipe for a more accurate reading
- 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.**
- 10. Meter software for billing purchased \$15,300 with estimated annual fee starting in 2024 of \$2,000. Stiles CO has ordered and will be installing the new software in July/August. July 2023 water billing will be based on current software and meter reader.
- 11. Meter replacement program: budget for 2023 is \$11,500 – 52 Units still to be ordered and installed. The first section to be: The Oaks, Goss Drive, Juniper Road and Fairview Ave (total of approx. 52 meters)
  - There was discussion on the meters age and the warranty of the meters. Per the email from company “All meters that die prematurely are covered under the warranty and we will take back.”
  - The meters have been billing for 7 years while there was 2 years of not billing to ensure they set the proper rate. With money already in the budget for replacements it was decided to order 8-10 meters this year and begin new meter installation starting in 2024
- 12. Discuss garage at well field whether to keep or sell
  - Commissioner Connor suggested relocating the well field garage to the Davison Road Office and setting it up behind the current garage. Chair Gilbert asked Superintendent Jim to price out relocating the well field garage to the Davison Road Office and adding it behind the current garage.

New Business.

- 13. Bacteria samples taken on 6/6/23 were both absent for bacteria. Opened up drain valve for 5 minutes on 6/1/23 to flush tank in advance
- 14. Abatement requests – none.
- 15. Consumer Confidence Reports t be mailed 6/21/23 (see attached)
- 16. Schedule to abandoning existing curb stop on the edge of pavement along Maple Ave – this will include installing new curb stops in from lawn areas behind sidewalk and cutting the top of the existing riser 12” below grade. Will look at how many of these services along Maple Ave Require this relocation and then schedule the work.

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

- 1. To review and discuss “the compensation of any public employee” - staff wages

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

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

FINAL

Commissioners Concerns.

None

*Schedule next meeting: **July 25, 2023, at 16:00***

**Adjourn Meeting.**

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

**Adjourned at 5:50pm**