



**Cogswell Spring Water Works  
Water Commission Meeting  
Tuesday, May 17, 2022**

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

**Members Excused:** Bill Hall, Commissioner

**Guests:** Jim Donison, Superintendent; Russ Roy, Financial Director; Josh McCutcheon, Broken Boat Farm LLC

**Recording Secretary:** Kelly McCutcheon

Financial Director Russ Roy stopped in to update the Commissioners and Superintendent that NEC (New England College) will be in touch regarding the million gallons used at the West Dorm.

Review minutes from April 19<sup>th</sup> & 26<sup>th</sup>:

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

No appointments

Visitors: Financial Director Russ Roy stopped by

Josh from Broken Boat Farm LLC stopped by to ensure the Commissioners were happy with the work completed. Chair Gilbert asked why the bush at the corner was not taken. Josh identified the bush as honey suckle and left it for erosion control and as a privacy divide from the road. Chair Gilbert will speak the Day neighbors to determine who owns the ash tree along the property line.

Superintendents Report:

Superintendent's Report for May 2022 Meeting

- NHDES State Requirements
  1. Monthly Bacteria Tests (2) were Negative (CSWW office and Town office)
  2. No chlorinating of tanks this month, but will start June 1, 2022 to add chlorine to the Davison Rd tank
  3. Consumer Confidence Report (annual) to be prepared and mailed to all customers late May 22
  4. Lead and Copper samples (10 required) to be taken in 3rd quarter
  5. Nitrate, SOC and VOC samples to be taken in 3rd quarter at Pumphouse 1 and Pumphouse 3.
- Truck
  1. Hillsboro Dodge quote of \$70,439 and 5-month lead time for delivery.
  2. Hews Company, Bow, NH for a replacement service body for \$13,925 and install in early June 22
- Extractions
  1. extractions of meters due to customer concerns on water used.

## FINAL

- Budget Discussion – see attached
- Final Reads – 5
  1. 33 Park Street (\$431.66)
  2. 245 Village Green Road (Water bill \$260.86)
  3. 6 Pike Street (\$582.63)
  4. 102 Village Green (\$195.51)
  5. 70 Prospect st (Issue with entering without owner rep present)
- Dig Safes – 4
- Training
  1. NHDES Source Protection Conference May 25<sup>th</sup>
- New items
  1. Tucker Library is having a Scavenger Hunt and would like to use one of the fire hydrants as one of the hunt items and would like to place a water droplet on a hydrant – request permission from BOC
  2. Met with Stiles Co (Arthur and Ryan) and they provided training on the meter reading equipment. They said that reader is now available in a more modern version at \$7,000. Cost for a 10 year meter replacement plan, ie. to replace 50-60 meters per year, is approx. \$200 each at \$10-12K
  3. Discussing 350 gpm iron treatment system for Foster Rd Well – with Technology Sales who represent PureFlow Filtration, equipment cost \$650k, which will need to be piloted first. Also requested a quote from RE Prescott for both a 175 and a 350 gpm iron treatment system.
  4. Trailer needs new lights or connection
  5. Ride around mower needs tune up
  6. Meeting with Granite State Rural Water on 5/16/22 to discuss hydrant flushing, gate valve turning and water system asset mapping.
  7. Purchase asset management software ARCGIS for \$500
  8. SCADA system (EOS) which reads the well pumps, and tank levels was upgraded on 5/10/22 as it was shutting down frequently
  9. New cell phone purchased which will allow remote monitoring of the well pumps and tanks levels
  10. Phone system, TDS, upgrade at \$2.00/month which will allow telephone call to be forwarded to any Tel no.
  11. Posted advertisement for a part time water operator (Town of Henniker, NHWWA New Hampshire Water Works Assoc and GSRW Granite State Rural Water) – see attached
  12. Purchased a 5Tbyte backup portable hard drive, which will be backed up weekly. Now all CSWW files are backed up on two portable hard drives.
  13. CSWW policy on entering homes – 70 Prospect has requested a final read but meter values do not make sense so entry to check out the meter is necessary, but owner is not available!
  14. Scheduling emergency generators annual inspection with powers Guaranteed Generators, Swanzey, NH in the next month (3 generators)
  15. 2022 Pre-Applications Now Available for the Drinking Water State Revolving Loan Fund Program due 6/1/22

Superintendent Jim stated he stated he will start chlorinating the tanks in June to be proactive. Chair Gilbert stated he is hopeful the flow will improve. Superintendent Him stated he was surprised at the quote for the truck and was told current work truck frame is okay but the body is not. He received a quote of roughly \$14,000 for a new body for the truck or \$70,000 for a new truck with a 5-month lead time. The new department truck needs to be a 6.5ft bed quad cab with plow in order to fit inside the department garage. The default color is white and included in the price.

The extraction on Wester Ave has been using 10,000 gallons a day and Superintendent Jim informed the owners they have a leak. Chair Gilbert stated it could be the meter and that the extraction data needs to be looked at daily. Superintendent Jim stated he had and that the leak has gotten progressive over the last few months. Superintendent Jim asked about the well repairs on the budget. Chair Gilbert stated it is for the 10-year pump repair and replacement of screens.

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Final reads: Superintendent Jim asked for the department policy on entering a property without an owner rep present. One of the final reads has not been available to meet for a final read but a key for the department to enter the property. Chair Gilbert stated it is correct, department policy states not to enter a property without an owner representative present. Chair Gilbert informed Jim to ask the police chief to accompany him on a civil stand by to complete the final read if no property owner representative is available to meet.

New Item #1 – Commissioners have no concerns or issues

#2 – The software installed is obsolete and needs to be considered for next year. Current estimate is \$7,000 for software and reader

#3 - Looking at the high iron problem Superintendent Jim will get more quotes and received a quote of \$5,000 for a 24-inch vessel for 10-25 gallons per minute. Chair Gilbert stated the VFD adjusts the speed. Superintendent Jim would like to run a pilot to collect more data. Commissioner Connor stated the department has to pay the government per gallon for the water for from the well but is unsure if it is better to keep the well if nothing can be done with it. Superintendent Jim will get more information on the pilot cost and the cost per gallon from the Army Corps of Engineers to find out who has jurisdiction over ground water. The vessel will need 3ft from an electrical panel.

#4 – Henniker Motors services department vehicles and equipment

#5 – The Commission recommender Tyler's Small Engines or if Jim has any recommendations

#6 - Was told they must contribute and pay dues to their asset management program

**#7 – Chair Gilbert moved to approve buying the ARCGIS for \$500. Commissioner Connor seconded. Motion carried 2-0.**

#8 – SCADA system updated after frequent shut downs

#9 – Superintendent Jim will have the computer guy set up Microsoft office and creating email. Chair Gilbert stated to leave the email as Cogswell Spring email for the general public. Superintendent Jim is also trying to get Outlook on his smart phone with TDS to monitor all alarms from his phone

**#10 – Commissioner Connor moved to approve the \$2/per month TDS upgrade to allow telephone calls to the office line to be forwarded to any telephone number. Chair Gilbert seconded. Motion carried 2-0.**

#11 – Chair Gilbert stated the Commissioners had not determined what pay to advertise for the Chief Operator position and that the Commissioners were still discussing it and determining what the annual expense will be. Chair Gilbert stated it is fine to have advertised the position and hopefully they'll receive some applications.

#12 – Backup hard drive purchased and files will be backed up weekly

*#13 – If there is no property owner representative present or available for a final read, ask the Chief of Police to accompany you on a Civil Stand by while completing the final read.*

#14 – 3 generators up for inspection

#15 – Chair Gilbert would like to apply for grants to figure out what is wrong with Rush Road to Foster Road since a ton of pressure has been lost down there. Steve Connor told Chair Gilbert he thinks there is broken valve somewhere. Based on the plans it could be a 3<sup>rd</sup> valve which can be isolated somewhere between Hillside and Prospect.

## Old Business:

1. Contract with Northeast Engineering, PLLC for May 22 contract operations
  - a. Signed by Chair Gilbert
2. Expenditures and 2022 budget – covered in Superintendent report
3. Truck Purchase – The truck will be a quad cab in white. Commissioner Connor tasked Superintendent Jim with selecting the lettering which is already included in the overall budget. Superintendent Jim was told it is a 5-month lead time for new trucks and will ask if it is possible to find one in stock. Chair Gilbert stated an in-stock truck may change the price and not qualify for the State bid.

## New Business:

1. New water service application – 733 Western Ave for Rita F Casey-

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- a. Rita not interested in moving forward
2. Chair Gilbert tasked Superintendent Jim to use the footage wheel for the new driveway down on Newton Road with the brand-new barn. The property has not been assigned an address number yet. Superintendent Jim was tasked with taking the footage from the corner of Western Ave until he reaches the middle of the driveway. They will be putting in a 3/4inch regular tap at the barn that will come straight up through the slab floor. No meter pit needed.
3. Comcast called to say they have great deal for us. The deal is only for the Davison Road Office and does not include the lines at the pump stations. Chair Gilbert stated it would be nice to have a gate and cameras down at the pump stations. Superintendent Jim will find out more from Financial Director Russ.

### Commissioners Concerns:

Commissioner Connor asked about a gate at the well field. Chair Gilbert stated it would be great to have a rolling gate. Superintendent Jim will look for grants. Chair Gilbert also asked to look for grants to fence the whole property. Commissioner Connor asked if a fence was required by law. Superintendent Jim stated he was unsure but will look into grants for gates and fences.

Chair Gilbert asked about the contacts from Pennichuck and Aquamen. Superintendent Jim stated Aquamen stated they were interested but did not provide a quote or estimate. Chair Gilbert is curious what they would charge for back up in case there is a leak and Jim needs help. Superintendent Jim stated he had called Charlie with WSO for help several times but his calls were not answered or returned. Commissioner Connor stated the department is paying WSO \$300 to show up and answer Water Department calls based on the contract.

Commissioner Connor asked about the outside lights. One of the bulbs is out.

### Next Meeting:

June 21, 2022 at 4pm (1600h)

### Adjourn:

**Commissioner Connor moved to adjourn. Chair Gilbert seconded. Motion carried 2-0.**  
Adjourned at 6:30.