



**Cogswell Spring Water Works
Water Commission Meeting
Tuesday, October 18, 2022**

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

Guests: Jim Donison, Superintendent; Steve Connor, Connor Backhoe; Kevin Winschip, Henniker Physical Therapy

Recording Secretary: Kelly McCutcheon

Call Meeting to order at 16:00 hours.

Review the Minutes from the previous meetings: 9/20/22

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

Appointments. None

Visitors.

Superintendent Jim apologized to Kevin Winschip of Henniker Physical Therapy for not calling and coordinating the work last Friday to replace the fire hydrant. It was assumed Henniker Physical Therapy would be closed that Friday.

Kevin confirmed typically the office is closed Friday but was open because they had to close early in the week when windows were replaced.

Superintendent Jim explained he found the water service but 5 years ago when the road was reconstructed, the gate valve that feeds the hydrant was broken, stuffed in a bag, and buried. A service curb stop from 1917 was also discovered. Superintendent Jim informed Kevin that Steve Connor and him would be back tomorrow to finish the work.

Chair Gilbert ask how wide the right of way on Rush Road is. Steve Connor stated it could be 4 or 3 rods wide if you look at the deeds. Commissioner Connor asked if the State's drain is on State property. Steve Connor stated if he remembered correctly that area was a garden before it was built as a post office, and when the post office moved the hydrant was installed there in 1963. The old hydrants do not have gate valves and the one in front of Henniker Physical Therapy needs to be replaced.

Chair Gilbert confirmed the hydrant needs to be replaced and cannot be removed without greatly impacting businesses and residential insurance rates.

Superintendent Jim asked Kevin for permission to use the Physical Therapy property tomorrow, October 19th, to complete the work started since he has already lined up 2 flaggers to work the roads and another water contractor to assist. Steve Connor explained to Kevin the work that would be taking place and the time frame for it tomorrow.

Kevin asked if the replacement pavement thickness would match the thickness of the current pavement. Steve Connor confirmed it would and would also be pitched correctly for water drainage. Kevin asked if the access cap would be flush with the pavement. Steve stated the domestic service will be lower. Chair Gilbert stated it will be lower and paved over so the surface will be smooth. Commissioner Connor stated all Kevin should see is a blue dot on the pavement once the work is complete.

Chair Gilbert stated the department is trying to complete all their paving by November 1st with Road Agent Leo Aucoin's projects. Steve commented to stay on the State's good side it is best to complete all paving before November 1st.

Kevin asked if the paving does not happen tomorrow how would it be covered? Superintendent Jim stated they would fill it with gravel and then hard pack.

Kevin asked about liability. Chair Gilbert stated no liability should fall on Henniker Physical Therapy and should fall on the Water Department. Kevin asked what would happen if a patient trips and is hurt walking through the area? Commissioner Connor stated if the injury is based on negligence of the department, it would make them responsible. Steve Connor stated his contractor's liability would be hit first. Superintendent Jim stated he would put up extra cones to minimize any accidents.

Steve Connor stated tomorrow night all the back fill will be completed, prep work for paving on Thursday, and paving on Friday provided the department can get a paving permit in time. Kevin stated he understands it is an ongoing process but it is intimidating when the trucks are there while patients are coming in and out. Steve Connor stated he would like to pave this Friday when the therapy office is closed.

Commissioner Connor asked Kevin if the office will be closed this Friday. Kevin confirmed it would. Chair Gilbert asked if Steve Connor's work plan sounds feasible. Kevin stated his concern for how close November 1st is approaching.

Kevin stated he will speak with Trisha who owns the property and have her call Superintendent Jim or Steve Connor. He also mentioned when the parking lot was paved 12 years ago another water shut off was found 10ft from the building. Additionally, when the road was replaced the rain pipes are no longer connected to the sewer and is capped off and full of sand. Superintendent Jim will investigate them both on site Friday the 21st.

**** Trisha called Steve Connor before the meeting ended to inform everyone that October 19th from 11am-1pm the department has window to set the trench box, freeze valves, change valves, and get the water back on before afternoon appointments start.*

Superintendent's Report.

- NHDES State Requirements
 1. Monthly Bacteria Tests (2) taken on 10/4, both were absent for bacteria

2. Lead and Copper samples (10 required) taken on 9/7. 90 percentiles for lead were .0094 mg/l and action limit is 0.015 mg/l, copper 90 percentile was 0.370 and action limit is 1.5 mg/l. Sent results to participants and certification letter to NHDES

3. General system evaluation – IOC's taken at Pumphouse 1 for wells 1 and 2 and Pumphouse 3 including iron and manganese on 9/9/22. See results, note high iron and manganese for Well no 3.

- NHDES Quarterly water use report submitted and attached
- Last 30 days of water use records and water levels for wells 1 and 2 attached
- Sewer meter readings, semi-annual, taken on 10/3/22
- Ford F450 truck with plow – sold for \$8,000
- Budget Discussion – see attached 2018-2023 draft proposed
- Extractions -
 1. ZERO
- Final Reads – 3
 1. 4 Prospect Street
 2. 259 Hall Avenue
 3. 63 Rush Road
- Dig Safes – 8 requests from 9/20/22 through 10/17/2022
 1. 1 required markouts i.e., within water limits
- Deduct Meter application – 87 Maple Ave, William McGraw withdrew application
- Training
 1. Jim Donison attended PFAS emerging contaminants regulations on 10/6 and Polymer Optimization webinar on 10/18.
 2. Steven Knight to take water exam in Dec 7/22
 3. Steve Knight attended the Granite State Rural Water Assoc class on 10/3/22.
- Abatements – 0 requested
- Aquamen Water purchased 8 loads of bulk water for ELVWD on 10/14/22 (\$ 624 invoice) - total for Year – 7 invoices for total of \$ 4,446. Should CSWW assess a \$150 fee for each bulk water delivery day for coordination?
- Schedule hydrant flushing and gate valve exercising in late April-June 2023. Perform one day per week and will post a notice on Town web site and place notice in center of town.
- Chemical deliver on 10/13/22 – 250 gallons of caustic (sodium hydroxide) for pH adjustment and 2 – 55-gallon drums of chlorine (sodium hypochlorite) with one 250 gallon caustic scheduled on 9/22.
- Replaced hydrant on Rush Road on 10/14/22.
- Hired Field Works of NH (Chris Aiken) to brush hog / cut perimeter of 146 Davison Rd driveway
- Submit Grant application by 11/1 to NHDES for \$25,000 security automatic entrance gate to wells 1 and 2 and replacement \$2,000 laptop for the billing software (identified in the cyber security assessment) – with BOC's approval, will need to sign application.
- Cut grass and removed 1,000 (approximate) small trees on top of 300k storage tank
- Pumped septic tank at office
- Liberty Hill Rd reconstruction project schedule (Road Agent Leo Aucoin)

- Prospect St overlay schedule with permanent trench patch at Main/Rush (Road Agent Leo Aucoin)
“Jim –
This is at your own risk, and not how these patches are normally completed.
Please make sure you have appropriate signs and cones and have set up appropriate detours to complete this work.
Thanks
Brian A. Desfosses, P.E., Assistant District Engineer, NHDOT – District 5
Bedford, NH , ph. 603-666-3336”
- NHDES stated that either digital or paper copies are acceptable (paper retention is not necessary)
- Sent letter to USArmy Corps requesting amendment to the agreement to allow pumping of 150,000 gpd from well no 3 and requested waiver to water fee. The hydrants on Rush Road will be replaced on October 19th.

The security grant has up to \$25,000 available for security upgrades such as a gate at the well pumps and updating the office computer system to Windows 10 or 11 from Windows 7. The Commissioners noted the update system will need to be compatible with the sewer system software since both departments usage is tied together.

The Liberty Hill project is still waiting for a permit unless the Highway Department is just replacing the culvert this year.

Commissioner Hall asked Superintendent Jim to check with State about the jurisdiction of the Army Core of Engineers on the last bullet of the Superintendent’s Report.

Old Business.

1. Expenditures – see attached 2022 budget and expenditures through 10/22

The full-time line is zero because of all the department employees are part-time. Commissioner Hall confirmed the over-time line is for the Superintendent and Operator when they need to work nights and/or emergencies. Benefits and insurance are zero because everyone is part-time. The Commissioners will find out from Financial Director Russ Roy what the FICA contribution for the department is.

Telephone decreased from \$5,000 to \$3,000 since the phone lines have been dropped from the pump house. The electric is under contract and locked in until 2023. Heat increased by \$500. The estimate for the StarLink alarm is \$900. Chair Gilbert stated his concern for the alarm at the pump house going into sleep mode once the building gets below 25degrees. The Department’s contact for ESP (Electronic Security Protection) is Geoffrey Davis.

Vehicle fuel was kept the same. Water main repairs are under line-item repairs & maintenance and is only for materials such as gate valve bands and hydrants. There had been discussion of replacing 10% of the water meters every year. The new water meter version M is \$200/per meter and 60 would need to be purchased. Commissioner Hall stated the meter will need to be able to interface with the Sewer Department and to let the Sewer Department know.

Although the Water Commission is a separate entity from the Town and Sewer Department, the Water Department completes all the water & sewer readings and the Town completes the billing for both departments, which is why the meters need to be able to interface with the Sewer Department.

The Commissioners stated to plan on hydrant repairs to increase due to the increase cost of replacement hydrants. Commissioner Hall asked about exercising the valves and hydrants next spring. Superintendent Jim stated the expenses are accounted for under Capital Improvements. Chair Gilbert stated the Capital Reserve line is there for unanticipated cost and is used when more money needs to be drawn than what was budgeted for, and should be renamed to not be confused with the Town's Capital Improvement Plan. The line item will be renamed Unanticipated Capital Expenditures for better clarity.

Superintendent Jim was able to reduced the samples line item by utilizing the State Lab. Street repairs increased \$5,000. Debt Service did not change due to the direct drilling project under 202. Chair Gilbert stated he would like to keep the budget at or below last year's budget.

2. Truck sale F450 – completed sale for \$8,000 including plow. *Discussed*

3. 2022/2023 Henniker budget and Town meeting Schedule (see attached) *Public hearing to be held at December meeting on budget.*

New Business.

1. New Water service application on Newton Road – owner has not applied for a driveway permit, need an address from Fire Chief

2. Wells stations 1 and 2 are on Star Link for communication - TDS tel lines cancelled (\$40.77 each = \$81.54/month). Also cancelled 3 rd line to garage (\$33.29/month), and is not connected to security system, however alarm will sound for an intruder. *The cost of the StarLink is needed for the budget*

3. Hydrant on Rush Road at Crescent Street to be replaced on 10/19. Trenches to be paved this month. Including mill and overlay the permanent trench patch at Main Street/Rush Road. *Discussed*

4. EJP Value Added Service – BOC to review and decide to enter into contract.

Commissioner Hall asked what the cost is to join. There is no cost and EJP would help the department come up with an inventory and will replenish the stock when it becomes low. Additionally, there is no charge for emergency deliveries which come with a 2hour delivery for "A" items. There is also a yearly OSHA class offered for free, technical assistances with GIS, and the department has the ability to cancel at any time. EJP is the predominate vendor used by the department.

Commissioner Hall moved to entered into the agreement with EJP for their Value Added Service program. Commissioner Connor seconded. Motion carried 3-0.

Commissioners Concerns.

Commissioner Hall asked if the control panel meter was removed from Ms. Mulligan's property. The department has not heard Ms. Mulligan to receive permission to go onto the property. Superintendent

Final

Jim received permission from the Patenaude's to use their property to access the Depot Hill Tank. Superintendent Jim and Operator Steven Knight pulled the sapling roots impeding the tank.

Chair Gilbert stated the department should be receiving notices for summer shut offs.

Regarding the irrigation system at the baseball field next to Town Hall; The Board of Selectmen met last night to discuss who will pay for the system.

Schedule next meeting: November 15, 2022 at 16:00

Public Hearing on the Budget will be held at the monthly December meeting.

Adjourn Meeting.

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

Adjourned at 6:20pm.