



**Cogswell Spring Water Works  
Water Commission Meeting  
Tuesday, November 17, 2020**

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

**Guests:** Ryan Bumford, Chief Operator; Russ Roy, Financial Director; Leo Aucoin, Highway Supervisor

**Recording Secretary:** Kelly McCutcheon

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

Appointments: Russ Roy and Leo Aucoin

Financial Director Russ Roy spoke with the Commissioners regarding the budget. The Commissioners mentioned the capital improvement projects that need to take place. The Water Department generates revenue from reading fees and currently still receives hydrant revenue from the government.

Highway Superintendent Leo Aucoin spoke with the Commissioners regarding the Highway Dept.'s game plan for 2021 road construction. The Highway Department will be doing Depot Street, Circle Street, Patterson Hill, Bennett, Elm, Old Hillsboro Road to Freeman Colby, and at some point, Liberty Hill Road.

The Commissioners thanked Leo for the update and discussed what needs to be replaced on those roads, and if there is money in the budget in addition to the future capital improvements to make the replacements during the road work.

Superintendent report:

1. I have solicited prices for the replacement of the roof and the stairs at the office as well as the installation of a new water well pump for building one and not heard back from anyone yet.
2. Ms. Mulligan has rescinded the permission that she gave the water department in the spring of 2020 which allowed the water department personal to use the road across her property to access the Depot Hill Water Storage tank. Ms. Mulligan also informed me in an email that she wants the water department to remove the underground communications lines from the Fraternity Parking lot to the Depot Hill Water Storage Tank and has given the water department until June 15, 2021 to do so. The communication lines were installed under her direction and with her permission.
3. I visited with Kristen Claire to let her know that Chief Operator Bumford and Ron from EOS Research would be parking and walking across her property to the Depot Hill Tank to install the New Radio-Controlled Communication equipment. She is very open to discussing a permanent solution to allow the water department a permanent access point to construct a road across her property to the Depot Hill Water Tank.
4. Ron from EOS Research has completed the installation of the new Radio-Control Communication System from the Water Storage tanks to the PLC at Building One and from Building Two to Building One and to the Office. Chief Operator Bumford and Ron walked in from Locust Lane to the Depot Hill Tank with the equipment that was needed there.

5. Drought update; the water levels in the water well pumps one and two have returned to what they were in March 2020. In short, the static level has increased two feet in in each well from October's level. The average daily usage is still at 130,000 gallons
6. Connor Backhoe Services and WSO Plus have completed the process of the separating the water service lines that supplies 95A and 95B Crescent Street
7. Mike Vignale is still working on the updates of the distribution map
8. Since the last Commissioners meeting Chief Operator Bumford marked out 8 dig safes
9. Since the last Commissioners meeting, we have completed 9 final water meter reads for closings and two extractions at the request of the customer.
10. I have received four complaints from the water/sewer users complaining that their sewer bill doubled from their previous bill. They all were questioning the water usage figure that the water department supplied to the Town hall for the purpose of billing for sewer usage. Looking at their water use history we could see that it was not a leak but water usage. I returned calls to all of them. Two were satisfied with the explanation I gave them and the other two requested we come do an extraction. Chief Operator Bumford made appointments to meet them and to pull an extraction from their water meters. One was satisfied when I explained when the water was being used, the other one was not and inquired how to dispute it. Chief Operator Bumford suggested the contact the Sewer Commissioners.
11. The required monthly bacteria test for November came back negative for bacteria. We are still adding chlorine to the Davison Road Water Tank.
12. Work continues on inventory and clean up
13. Chairman Gilbert has given me my yearly Job Performance review.

#### Old Business:

Updated Emergency Response Plan- tabled

In addition to bringing the Davison Office front steps up to code, a new door with a window needs to be purchased. The Fire Dept. is no longer interested in Building 3.

#### New Business:

Review Highway Department Plans when ready for Depot & Circle Street.

Relocate the building the Fire Dept. is not interested in to the Davison Office to be utilized as additional storage.

Next Meeting December 5<sup>th</sup> at 8am. Workshop meeting to discuss CIP projects & improvements as well as updating job descriptions.

#### Commissioners Concerns:

Commissioner Connor stated Connor Backhoe Services will have 2 employees doing the physical work while Steve is out of the field, but Steve stated to Commissioner Connor that he is still available and just a phone call away.

Regularly scheduled meeting: December 15<sup>th</sup> at 3pm.

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

**Adjourn 5pm.**