



**Cogswell Spring Water Works
Water Commission Meeting
Tuesday, October 19, 2021**

Members Present: Jerry Gilbert, Chairman; Bill Hall, Commissioner; Jeff Connor, Commissioner; Ryan Bumford, Chief Operator

Guests: Josh McCutcheon, Broken Boat Farm LLC

Recording Secretary: Kelly McCutcheon

Review minutes:

Commission Hall moved to approve the September 21, 2021 minutes as amended. Commissioner Connor seconded. Motion carried 3-0.

Appointments: Josh McCutcheon, Broken Boat Farm LLC

Josh stated as requested he prepared an estimate to clean up the grass to look mowed and remove the weeds growing up through the rocks around the tank, as well as a monthly rate to bring the herd in next year to maintain the area.

Commissioner Hall and Chair Gilbert stated they are very pleased with the work completed already and ok with the presented estimate.

Commissioner Hall moved to accept estimate to complete the remaining work for this year and asked if the monthly estimate for next year would be per diem work. Josh stated if the goal is to keep the area presentable the herd would likely be in 3-4 days twice a month. Commissioner Hall suggested adding it to the 2022 budget and calling if necessary. Chair Gilbert suggested amending the started motion to accept the \$750 estimate and then discuss the \$450/monthly fee for 2022 as a budget line item, and requested Josh put together additional numbers for Chief Operator Ryan for bittersweet/weed removal instead of sheep mowing.

Commissioner Hall moved to accept the estimate of \$750 from Broken Boat Farm LLC to eat/remove overgrowth & maintain the lawn area inside the tank enclosure, pull plants and roots that the animals have grazed from the base of the tank & wall, and removing brush and pulled roots from site. Commissioner Connor seconded. Motion carried 3-0.

2022 monthly estimate tabled until after the budget has been determined.

Chief Operators Report for October Meeting 2021

- Monthly Bacteria Test

- Total Coliform hit at office
 - Shocked the Davison Rd tank
 - Retake
 - Office, 41 liberty Hill (Gym), and the Fire Station
 - Office Negative
 - Gym Negative
 - Fire Station Positive
 - This Triggered a Level 1 Assessment with the State
 - This Assessment is just paper work
 - I took a sample from both wells and they both came back Negative
 - Next month will be normal testing
 - I suggest putting on Chlorine at the pump station to chlorinate the entire system to ensure no positive results for next month.
- Jobs
 - 19 Rush Road
 - Job is completed
 - The domestic water is back on and I am waiting to hear from the fire protection company before turning on the two inch.
 - Park St New Main
 - Job is Complete
 - All went well
- Billing read for Sewer was conducted without issue
- We are operating off from Both Pumps and the system is operating normally
- The fence around the Davison Rd Tank has been cleared
- The truck failed inspection.
 - The Issues were corrected and the truck passed inspection
 - Replacing the truck in the future
 - Suggestions
 - Downsize – A 450 is more than what is needed in this department. A 250 would be more than enough to handle any towing that is needed from the work truck.
 - I would suggest a truck with a back seat and have it be a four door. This would allow a back are to put anything that we do not want to be in the elements or be stored with the tools, for example water testing supplies.
 - The large back is not necessary. Being that we work just here in town anything that is needed is stored only minutes away. When

responding to an emergency the needed items would be shovel, gate wrench, curb stop wrench, metal detector, emergency cones, road paint, simple tools (eg. what goes in a tool box), tie measure books, and 100' tape measures. During the winter a propane tank with a rosebud torch and the jackhammer with the small generator will also need to be carried. The repair fittings can be picked up while the hole is being prepared. The ditch pump can be put on a trailer and brought to job site if needed as well as the pavement saw. A shorter back can be used to store the fewer items.

- A lift gate is not necessary. The black trailer can be loaded with whatever items that are too heavy to lift (ditch pump and pavement saw). With how few times this item is used for its purpose it is more in the way then useful.
 - I did look into a work van for a replacement. The concerns with a work van are that there is no real separation from the working to the items in the back. Some things that we carry have fumes (Gas or other chemicals). These fumes could be dangerous to whomever drives the van.
 - The cabinets on the side of the truck are highly suggested. Their ability to carry needed tools and keep them organized is extremely useful.
- Final Reads – 2
 - 105 Fairview
 - 60 Juniper Ridge
 - Dig Safes –
 - State Repeat Dig Safes
 - A few outside of the system

Commissioner Hall asked Chief Operator Ryan to write up what the department needs and to go to Hillsboro Ford to see if it can be worked into the 2022 budget. Commissioner Connor asked about the State Bid. Chair Gilbert asked Chief Operator Ryan to call Ford and see if they have the Sate Bid. Chief Operator Ryan stated he does not believe the department needs more than a 250 with extra cab and utility body, and that he just needs to make sure the plow will fit. Commissioner Connor stated a short box would be needed on the bed in order to fit into the garage. The Commissioners asked Ryan to see about trading in the current plow with the truck and the cost of getting a new plow to fit the new truck.

Old Business:

Contract for WSO - Tabled.

Commissioner Hall would like to review the term in the contract or if there is a clause that sets a time period to provide those services and if there is a way to terminate the contract without penalty early.

The Commissioner is in the process of finalizing the Superintendent Position advertisement with the requirements & benefits.

Chair Gilbert attempted to meet with the Financial Director regarding the budget, but the town is currently in the process of changing financial systems.

Access to Depot Hill Tank – The Commissioners need to get in touch with Rick & Kristin Patenaude again. Commissioner Hall asked if acquiring the tank would be in the 2022 or 2023 budget. Chair Gilbert stated his number one priority is a clear access to the Depot Hill tank and that acquiring the land the tank sits on could wait until 2023.

New Business: none

Commissioner Concerns:

Commissioner Connor asked Ryan about uniforms and how in the past Superintendent Norm has hats, sweatshirts made up and asked for Chief Operator Ryan's input on uniforms like shirts or high visibility something with the Cogswell Spring Water Works logo for when Chief Operator Ryan is out doing "knock & talks" and looking into uniforms.

Chair Gilbert stated there is a line item currently for employee boots and that the department use to have a company that provided pants and shirts but their services were dropped a few years ago due to budget cuts.

Chief Operator Ryan stated he really likes the idea of having uniforms that stay at the office because of the chemicals dealt with. He supports having uniforms at the office to change into when work starts and change out of when work ends. The Commissioners tasked Ryan with calling for some estimates.

Hours for meetings – 3pm is not working for all the Commissioners. Starting next month meetings will start at 4pm.

Commissioner Hall moved to reschedule all future meetings to 4pm. Chair Gilbert seconded. Motion carried 3-0.

Next meeting:

November 16, 2021 at 4pm (16:00hours)

Adjourn:

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

Adjourn at 4:30pm.