



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

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

Guests: Ryan Bumford, Chief Operator

Recording Secretary: Kelly McCutcheon

Review minutes of previous meeting:

Commission Hall moved to approve the January 9th budget minutes as amended. Chair Gilbert seconded. Motion carried 3-0

Commissioner Hall moved to approve the December 2020 minutes as amended. Chair Gilbert seconded. Motion carried 2-0.

Superintendents Report:

1. I received an email from Mike Vignale in regards to the retainage reduction request from GMI/Edmunds for the Western Ave and Hall Ave water main projects. I have included a copy of the request in your packet for your review.
2. Finished preparing and presented the 2021 Operating Budget and the Water Departments Annual Report for the Town Report
3. Since the last Board of Water Commissioners meeting, Chief Operator Bumford marked out 3 dig safes and supplied 3 Final Water Meter reads and 0 extractions
4. The required monthly bacteria test for January 2021 was negative for bacteria
5. Chief Operator Bumford completed the Q4 water use reports as well as the yearly Backflow Prevention Report and sent them both to the State of New Hampshire, Department of Environmental services as required
6. The chemical feed pump in building one had to be replaced
7. Read water meters for the purpose of billing water users for the second half of 2020
8. Replaced the water meter at 584 Western Ave
9. Replaced missing Fire Hydrant markers
10. On Dec. 28, 2020 at 3:41am I received a text from the SCADA system in regards to low tank alarm from the Depot Hill Tank. I responded to the Office to see what the issue was. I discovered that the alarm was false. I contacted Ron from EOS research and explained to him what had taken place. Ron checked into it and made some adjustments in the Radio Communications software; it should be fine now.

Old Business: Operating Budget:

New Business: Request from KV Partners, Western Ave and Hall Ave water main projects.

After reviewing the provided information and after discussion, the Commissioners decided to table until the February meeting when Mike Vignale can attend and clearly explain the portion owed by Cogswell Spring Water Works.

Commissioners Concerns:

Position description for Superintendent and Chief Operator. {insert approved descriptions}

Next meeting February 16, 2021

Chair Gilbert moved to adjourn. Commission Hall seconded. Motion carried 3-0.

Adjourn 4:45pm.