



**Cogswell Spring Water Works
Water Commission Meeting
Tuesday, September 21, 2021**

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

Members excused: Bill Hall, Commissioner

Guests: Josh McCutcheon, Broken Boat Farm LLC; Steven Connor, Connor Backhoe Service

Recording Secretary: Kelly McCutcheon

Review the minutes of previous meetings:

Chair Gilbert moved to approve the August 24th minutes as amended. Commissioner Connor seconded. Motion carried 2-0.

Chair Gilbert asked about the WSO proposal from the last meeting and the proposal was tabled until all Commissioners are present.

Appointments:

1. Josh McCutcheon, Broken Boat Farm LLC

Josh stated he updated the estimate to include the fence and what is behind the fence.

Chair Gilbert moved to accept the estimate as presented. Commissioner Connor seconded. Motion carried 2-0.

Josh asked when the Commissioners were looking to have the work completed. Chair Gilbert stated whenever Josh and the herd can start. Chief Operator and acting Superintendent Ryan asked Josh what would be needed from him. Josh stated unlocking the gate and clear access to drive up to the gate. Josh and herd will be able to start Thursday the 23rd around 8am.

2. Steve Connor, Connor Backhoe Services

Steve stated he had 4 uncompleted projects and some have hard deadlines such as Rush Road and Park Street that need to be done by November 1, 2021. Chair Gilbert stated he spoke with Henniker Direction Drilling and they said by November 1st is not a problem and are aiming for October.

Project 1: Park Street – Steve Connor stated Jeff Martin of Henniker Direction Drilling needs at least 2 days notice to drill Park Street and make the connection. Chief Operator and acting Superintendent Ryan stated the project requires flaggers per the permit and he will need a little time to arrange for flaggers. Chair Gilbert called Jeff Martin and left a message to coordinate a date for the project. Steve stated there is not reason him and Ryan can't have the transport set and cover it with plywood and have the project in ready mode until Jeff Martin can come in. Steve stated his concern about the tender water pipe across the street from where the connection will be made.

Project 2: Park Street Connection - Once the pipe is pulled through, they can excavate on the park side. Chief Operator Ryan stated he will be hiring extra help from WSO. Steve Connor confirmed the extra help will be needed. At this time the Rush Road project is on standby until a date is set with Henniker Directional Drilling. Commissioner Connor asked what size sprinkler system will be installed and Steve Connor asked what the inside and outside diameter (ID/OD) of the sprinklers are. Chief Operator Ryan stated Superintendent Norm had contacted the sprinkler company and has an email with all the schematics.

Steve stated he is available anytime after October 4th to excavate Rush Road. He also stated the project will require Charlie from WSO because the job needs to be done live and the water cannot be shutdown. Steve asked who would be billed for the connection. Chief Operator and acting Superintendent Ryan stated the property owner will be billed for the sprinkler tap and the tap for the water will be between the property owner and Steve Connor. Steve stated it would be easier if the meter is changed and the property owner gets a bill inclusive of everything.

The waterline to from the main to the house needs to be changed and the curb box needs to be reinstalled further away from the road. Chief Operator Ryan stated when the road was last paved, the roller crushed the pipe and made it leak at the shut off which is why there is a restriction on the old pipe and is the responsibility of the property owner. Steve stated the only extra cost would be the ditch dug to CTS pipe and put a new gate valve on before doing the meters. Steve confirmed the Cogswell Spring Water Works will supply the materials and the bill will go to the property owner.

Project 3: Prospect Street/ Gould Street – Steve stated he would like the make the changes before the sale or the property is final. Chief Operator Ryan stated the sale went through today as he received a call for an emergency final read today. Steve stated the house on Prospect Street has a curb box on the edge of the property line. The work does not require going into the house. Chief Operator and acting Superintendent Ryan will do a knock and talk with the new property owner.

Project 4: Support post changing to front entry way of Davison Road Office – Steve stated he'll have left over asphalt from other projects he can use for this project. Commissioner Connor stated his concern regarding the ice pond at the bottom of the handicap ramp and next to the Handicap parking. Commissioner Connor recommend an electric blanket for under the pavement to heat and melt the ice this winter. Chair Gilbert supported the idea and stated it would be cheaper than running the roof all the way to the corner. Commissioner Connor stated even if the roof went to the corner the ice would still be

a problem in that spot. Steve recommended an insulated mat under the base to keep the frost from coming through. Chair Gilbert will order the materials.

A text was received from Jeff Martin who confirmed a start date of October 12th for Project 1. Steve stated he will set up Rush Road for the 4th & 5th of October and contact Charlie from WSO for Project 2. If Charlie is not available the 4th & 5th the project will start the following week. Project 4 can be done in November if need be and 242 Construction needs to be scheduled. Project 1 is to set the trench box. Steve stated he does not want to dig around that pipe until they are ready to replace it because it is already very tender.

Project 1: start date October 12th

Project 2: state date October 4th pending Charlie from WSO schedule

Project 3: Knock and talk needed before start date confirmed.

Project 4: start date after project 1 & 2 completed and 242 Construction has availability

Chief Operators Report for September Meeting 2021

- Added Two Gallons of Chlorine to Davison Rd Tank.
- We are running our system off the Davison Rd Tank.
- Monthly Bacteria Test came back negative.
- GMI is still using the Hydrants on Davison Rd for their Paving Job.
- Pump 2 on occasion shows that it only Pumps 160 GPM rather than the normal 200 GPM. I spoke with Ron about the readings and he believes that it is the SCADA itself and not the pump. When he comes to install the new reader into Pump 1 after its installation he is going to work on the GPM SCADA in Pump 2.
- Marked out the new blow off on Circle Street for Highway.
- At the moment the new blow off on Circle St is sticking up out of the ground and is zip tied to the fence. How would the board like it left?
 - Suggestion – I could cut it at just under ground level so that it can be weed whacked and mowed.
 - It also in the future could be used to water the cemetery. They have not had a working line in the cemetery for years but this is an option. Would need a meter pit and a yard hydrant.
- Researched different grant options that NHDES offers.
- Foster Well
 - Called NHDES to speak with Chip Mackey. He no longer works for that office. I have been in contact with the new operator in the office and she is looking into the changes.
- Spoke with Ayer Goss. They are going to remove the Propane Tank from B3 as directed.

- Pump 1 Installation is complete. I have taken a water sample and will be dropping it off tomorrow morning. Once this sample comes back negative I will turn pump 1 back to auto bringing our system back to normal operations.
 - Once this is done I can do the Quarter 3 Test
- Contacted TDS about the answering service where non answered calls at the office will be directed to the cell phone.
 - They can do it for a fee of \$2 and change a month
 - My concern
 - At the moment the answer service says please leave a message unless this is an emergency contact the emergency phone line which is the cell phone. This helps weed out calls that are not an emergency and can be handled when I arrive back at the office. With having the direct transfer this would make all calls go to the cell phone. This means that for every question or final read I will be stopping what I am doing and taking down the message until I can return to the office and properly handling the concern.
- Final Reads
 - 54 Maple Street
 - 58 Prospect Street
 - 191 Davison Rd
 - 86 Maple Street
- Dig Safes
 - There was an issue with Dig Safe where I was not receiving their reports. This issue has been corrected.

Commissioner Connor referring to bullet #2 stated the pipe should be moving more water. The variable frequency drive may change enough to change the motor speed for pump 2.

The blue pipe on Circle Street – Looking around it sticks out about 2.5ft; should it be cut down and capped? Commissioner Connor stated it should be capped at the least. Chair Gilbert stated to cap the pipe and put a blue sticker on it to make everyone aware not to hit it with any equipment.

Grants – The department really only qualifies for more security for the well field and Chief Operator Ryan strongly supports having at least cameras down there if not fencing as well. Commissioner Connor suggested a dog latch gate on a roller to push the snowbanks back. Chair Gilbert stated he is unsure if they have the money to do it this year. At the moment the only grant Chief Operator Ryan has found is for the well fields and abutting properties.

Building 3 still needs to get power off, communication line cut, and remove equipment from the property.

Commission Connor would like to schedule for the end of October before Lorin Mulligan leaves. Chair Gilbert directed Chief Operator Ryan to email Lorin Mulligan to advise her of the plan and timeline for removing the equipment as she requested. The email should carbon copy (cc) The Water

Commissioners, Lorin Mulligan's attorney, and the town attorney to ensure everyone is in clear communication regarding removing Cogswell Spring Water Works equipment from Lorin Mulligan's property as she requested. Chief Operator will draft a letter and send to the Commissioners to review and approve before emailing out.

Phone system – Chair Gilbert stated it would be slick if the department phone line was automated with “press 1 for emergencies” “press 2 for final reads” etc. so when Chief Operator Ryan is in the field request for final reads may leave a message for when he returns into the office. At this time Chief Operator Ryan is also acting Superintendent of the Water Department.

Old Business: None

New Business: Commissioner Connor asked where the department stand on the budget. Chief Operator Ryan stated he will look up what the spend is in each category for over under and asked if he should carry the Superintendent position as before since the Commissioners are looking to hire. Chair Gilbert stated yes and that Ryan is killing it at handing both Chief Operator and Superintendent positions. Chief Operator Ryan stated the other add to the budget will be the WSO contract. Chair Gilbert stated he would get a hold of the Financial Director Russ to know how overages affected the unreserved funds.

Chair Gilbert confirmed he would order the electric matt to melt ice on the pavement at the Handicap ramp and will install a switch to operate from inside the office. Well 1 pump replacement has already been budgeted for.

Commissioner Connor asked if the budget will have project for next year. Chief Operator Ryan stated he will touch base with Road Agent Leo Aucoin and see what the Highway Department is planning. Chair Gilbert stated he wants the access to the Depot Hill Road Tank. Commissioner Connor suggested taking a year off from projects and letting the accounts rebuild since the Davison Tank bond will be up next year. Chief Operator Ryan stated he remembers the Road Agent talking about replacing culverts on Liberty Hill and replacing the main or directional boring into The Oaks. Commissioner Connor stated there are not many leaks up on Liberty Hill. Chair Gilbert stated there is 150pipe that has been laid with anticipating of use and they should have water from both directions. Chief Operator Ryan will look into putting a gate in at Liberty Hill and shutting down water at both ends of Liberty Hill.

The Road Agent had also mention Old Hillsboro Road and Chief Operator Ryan informed him that if the Highway Department breaks any water mains or pipes while working on Old Hillsboro Road that they will be responsible for replacing them.

Next Meeting:

October 19, 2021 at 3pm Davison Road Office

Adjourn:

Chair Gilbert moved to adjourn. Commissioner Connor seconded. Motion carried 2-0.

Adjourned at 4:46pm