



**Cogswell Spring Water Works
Water Commission Meeting
Tuesday, August 25, 2020**

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

Also Present: Ryan Bumford, Chief Operator; David Holmes

Recording Secretary: Kelly McCutcheon

Review minutes:
Commissioner Connor will be late.

Chair Gilbert moved to approve as amended. Commissioner Hall seconded. Motion carried 2-0-1 (Connor).

Visitors: David Holmes abatement request.

Superintendent Norm Bumford spoke with the Town Clerk and according to the town records there is an outstanding balance of 170. 33. There was a discussion amongst the Water Commissioners Gilbert & Hall and David Holmes.

Chair Gilbert moved to grant an abatement of \$4,306.95 with the remaining balance to be \$163.80 and the Commissioners will buy a new meter. Motion carried 2-0-1 (Connor).

Superintendents Report:

1. The water department personal is still operating under a modified COVID19 protocol. Chief Operator Bumford and I have N95 mask and latex gloves in case we have to enter a home in an emergency.
2. The correct Pipe Storage Racks have arrived and we will assemble them as soon as we can.
3. While Chief Operator Bumford was reading meters, he reported to me of a Tamper Alarm located at 584 Wester Avenue. The building is under renovations so we made contact with the contractor to set a up a time to do a site visit. Upon arriving we noticed both the water meter and the sensor end if the wire had been cut. They are beyond splicing them together because they were cut too short. A new water meter and sensor will have to be installed when he wants the water turned back on. I sent a letter to the owner and informed him that he is responsible for the cost of a new water meter and sensor but haven't heard back from him. The water remains off.
4. On 2/19/2020 we received a call from Mike Aucoin, in regards to shutting off the water at 44 Pike St. At the time I was told that the owner had moved in with Mike and his wife Anita and he was charge of closing down the house. Chief Operator Bumford responded and found the curb box bent

so he couldn't shut the water off that day. Chief Operator Bumford contacted Connor Backhoe Services and the following Monday they dug it up and installed a new one. Chief Operator Bumford then called Mike and an appointment was made to shut the water off and pull the meter. Anita met Ryan, he pulled the water meter and sensor out. The owner of the property received a bill in June for the minimum amount. I received a call from Anita stating that the owner does not want to pay the final bill because she was not living there. I asked Anita for a legal document from the owner of the property giving her the authority to make decision on her behalf, she did not have one. I explained to her that the water on until February 19, 2020. The Cogswell Springs Water Works regulations state that if the water is on for any part of the billing cycle that the owner is responsible for paying the minim amount. I have not yet received any legal documentation from Anita allowed her to make these decisions. I would the Water Commissioners input.

5. The owner of 152 Depot Hill Road came into the office requesting an abatement for his last bill. January 29, 2020 to June 30, 2020, his pipe burst in his basement and flooded it. He contacted Commissioner Gilbert and he came to the office to let us know we needed to respond and shut the water off ASAP. Chief Operator Bumford responded and shut the water off. The property owner was contacted and arranged a time when we could enter and retrieve the meter. The house is being renovated so there was no heat in it at the time the pipe burst. The Homeowner said that he thought he had called the water department and requested that the water be shut off. I explained the water department has no record of him calling. After discussing it for a while he couldn't say for sure that he had indeed called and requested the water be turned off. Chief Operator Bumford met with the property owner on site and discovered the pipe was spilt and so was the water meter. The damage to the water meter when it split caused a false reading and the high bill was generated. The total bill was \$4,470.75. Because of the circumstances I recommend an abatement of \$4,306.95 leaving a balance of 163.80, which is the minimum amount for that billing cycle. I have been told by the Town Clerk that there is also an outstanding balance he will be responsible for. *Moving forward all work orders will have customer signature line to ensure greater liability protection.*
6. Chief Operator Bumford has been working with WSO+ and Connor Backhoe Services on Patterson Hill Road. They have changed two house services from the curb box back to the water main. They also cut and capped the six-inch water main that continues up Patterson Hill Road, as it is no longer used and installed a blow off in the end cap and connect it to the existing blow off. This will allow the water department to be sure that when we flush water mains that we will be sure that the whole main is flushed of air and impurities.
7. The house located at 554 Rush Road has burned beyond repair. The water is still on at the moment. There is application in to tear it down and rebuild. I located the shut off in the street and discovered it was bent over. Chief Operator Bumford along with Connor Backhoe Services has dug it and replaced the curb box and rod. Chief Operator Bumford spoke to the property owner and he will notify us when he needs it turned off for demolition so we can shut it off and remove the water meter and sensor.
8. The paving of Union Street, Water Street, Pearl Street, Fairview Avenue, and Gould Street is competing and GMI reset all the gate boxes to grade that were in the area that was repaved.

9. I received an email from New England Backflow and was told in the email that they would no longer send the reports to the water department until the home owner had paid New England Backflow for the test. I called Paul Whittermore, the company's president, to discuss it with him. He informed me that he is doing this so the water department would contact the property owner and tell them to pay the bill. Once they received the money, they would release the report to us. I explained to him that was unacceptable. He said that is the way he is going to do it. I asked Paul to come to the next Water Commissioners meeting to discuss it with the board. He said he wasn't able to make it but he would contact Chairman Gilbert and discuss it with him.
10. No update from the State of New Hampshire Department of Transportation or the Henniker Highway Department regarding the drainage work in the area of Weare Road, Flanders Road, Ramsdell Road. Chief Operator Bumford and I have marked the water lines as requested.
11. I received a call from the owner of 39 Patterson Hill Road in regard to her water bill being twice as much as the last billing cycle and she was wondering if we could check into this. This is rental property so the renter was called by the owner and set up an appointment to do a site visit and retrieve an extraction from the water meter. Chief Operator Bumford met the tenant and performed the extraction of the water meter. While he was there the tenant explained she had left the sprinkler on a few times. After reviewing the extraction data we determined that the water was indeed being used and that the meter accurately reported the amount of water being passed through it. I called the owner back and explained the findings and emailed her a copy of the extraction information. She thanked us for our assistance and will speak to the tenant about the water usage at the residence.
12. I followed up the letter with a phone call to Richard Radwanski, District Five Engineer, in regards to the Water Commissioners new policy as to who is allowed or in this case who is not allowed to take water from the tanker fill line at the Henniker Fire Station. Rich called me back in regards to the letter. We discussed the issue at length and he understands. Rich also told me that we weren't the first community to shut them down.
13. I have reached out to Mike Vignale, KV Partners, in regards to the progress he has made updating the Distribution map. He emailed me the ones in your packet but will drop off a larger one for me to mark up this week.
14. I spoke with Ron Geil from EOS Research and he has predicted a mid-September date for all the equipment for the radio control monitoring upgrade to be received in the warehouse. Once he has programmed everything, he will call and set up a date to come out and install it.
15. I stopped by Henniker Directional Boring to speak with Jeff Martin and get an update on the new water main installation on 202/9. I also wanted to ask him if anything the water department should be doing in preparation of his installing the new water main. Jeff told me that his schedule has our project ways out. As far as the prep work that may be needed to be done by CSWW, he informed me that he will take a look and determine the exact location of the entrance and exit holes then give me a call.

16. Chief Operator Bumford and I marked out 14 dig safes.
17. Chief Operator Bumford and I completed 6 final water meter reads for closings.
18. The required monthly bacteria sample for August came back negative for bacteria. We are still adding chlorine to the Davison Road Water tank during these extreme heat conditions.
19. Chief Operator Bumford reviewed the backflow irrigation systems to verify that they had been tested prior to using the system. There are some missing results because New England Backflow has changed the testing date to July not May.

New Business:

Water warrant for 108 the Oaks - completed
Discuss/sign abatement for 152 Depot Hill Rd- completed
Draft copy of the CSWW updated emergency response plan - review at next meeting

Old Business:

Annual Employee job review from – to be discussed at next meeting
Foster Road Well Lease agreement- Signed and Superintendent Bumford will send the check.
Commissioner Concerns:

Commissioner Hall stated this would have been the perfect year to do river crossing if they had the money to pull permits and line everything up and it is worth starting to plan doing in another two years and maybe starting the permit process. Chair Gilbert agreed and suggested brain storming future projects for the Water Commission's CIP (Capital Improvements Fund).

CIP projects:

- River crossings
- Depot Hill
- Roof on Davison Road Office
- Work truck body replacement
- Bringing the front of Davison Road Office up to code
- Saving for meter battery replacements in the future (all the water meters were installed at the same time and the commission would like to plan for staggered change outs starting in year 15 since the life of the meters is 20 years)
- Depot Hill Road Tank right of way negotiations

September 12th at 8am the Water Commission will be holding a discussion on future operations and the department future at the Henniker Community Center.

Next scheduled meeting:

September 15, 2020 at 3pm.

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

Adjourn at 5:43 pm.

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