



**Cogswell Spring Water Works  
Water Commission Meeting  
Tuesday, April 21, 2020**

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

**Staff Excused:** Norm Bumford, Superintendent

**Recording Secretary:** Kelly McCutcheon

Review minutes:

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

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

Appointments: none

Visitors: none

Superintendents report:

1. The water department personnel have initiated a COVID 19 protocol. We have the office door locked and instructions on the door as what to do should they have any questions. We have N95 masks in case we must enter a home in an emergency. We are practicing social distancing as recommended.
2. The monthly bacteria sample taken for April was bacteria free.
3. Clean up of the wellfield is nearly complete. One more day with the Town's backhoe and we will be done with metal and garbage then the inventory and organization can begin. The pipe storage rack has arrived as well as the three-part racks and we will begin assembling them and put them to use.
4. I have supplied a copy of our distribution map to Mike Vignale; however, he suggested that you speak to Carita Graphics which is the same company the Town uses. Mike suggested adding it into their software as another layer.
5. I met with Steve from Connor Backhoe services to discuss upcoming construction projects.
6. The spot on Weare Road in front of All in One Market where the water main failed back in December 2019 has been repaved.
7. I have sent an email to Lorin Mulligan regarding the meter pit that needs to be installed for her rental property. She has responded and gave the water department personnel and its subcontractor's permission to use the Frat Road to access the area to install the water meter pit over by the current shut off. I must retrieve the key for the gate from the Henniker Police to allow us to get in.

8. The water main connection from the church parking lot in front of 25 Gould Street is scheduled to be done on the 23 of April the water on Gould Street will be shut off while the work is being done. Notices will be put out Tuesday.
9. From there we will be moving to the intersection of Liberty Hill and Coby Hill Road to relocate the blow-off and install a new service line to 13 Colby Hill Road Extension.
10. The preliminary results are in in regards to the water meter that we took out and sent away to be tested. The property located at 526 Rush Road, the Deruisseau residence. I received a call from Ian from Styles Company letting me know that the factory found there was a faulty sensor. I am waiting on the report from the factory. It has been policy in the past to abate the most recent water bill excluding the minimum bill.
11. Chief Operator Bumford has prepared an update for the water consumption during the COVID 19 Pandemic, it is in your packet.
12. Spoke to Joe from Water Systems Plus in regards to the VFD for Foster Road well He is going to call the electrician to set a time when they can met on site to see what they need for parts.
13. Chief Operator Bumford supplied Russ with the water reads so he could send out the sewer bills.
14. Chief Operator Bumford completed the first quarter water use report and sent it to the Department of Environmental Services.
15. Conducted five final reads for closing companies.
16. Paul from New England Backflow will install the 2 inch meter at the Fire Station as soon as they will allow him to enter the building, due to the Covid19 virus this project has been delayed. I have supplied him with the water meter, sensor, and flanges.

Old business: none

New business:

Following request of the property owners from 526 Rush Road, the meter was removed and sent to the manufacturer to be tested. The manufacture determined that the meter was defective. The commissioners approved the requested abatement for \$469.94

Sign application for new customer- Commissioners Hall and Connor signed the new application.

The Commissioners are wondering if they should delay the route 202/9 project. Chair Gilbert would like to have a plan for Town Meeting if it is held. Chair Gilbert made the point that it may not be possible to find a contractor this late in the season and with many residents being unemployed/ underemployed due to the COVID 19 pandemic, and that residents do not need the burden of the bond for the project since it most likely will not be completed this year.

**Chair Gilbert moved to delay the route 202/9 project for 2020. Commissioner Hall seconded. Motion carried 3-0.**

Commissioner Concerns:

Water Usage During the Covid 19 Epidemic Packet- The Commissioners would like to know how Operator Ryan Bumford determined the numbers in the packet since there appears to be discrepancies in some of the tables and the Commissioners are concerned about the drastic decrease in water consumption, they knew there would be a decrease with the stay at home orders but were not anticipating this drastic decrease.

Job Descriptions- Commissioners will take home the descriptions to review and will discuss at the next meeting when Superintendent Norm Bumford and Chief Operator Ryan Bumford are present.

The wellfield should be done next meeting as well as the VFD.

Commissioner Connor stated he does not believe a shed is needed at the Davison Road office because the garage could be reorganized to accommodate the material from the wellfield that was to be stored in the shed and that the snow plow could be moved from the garage outside with a cover to free up more space.

Next meeting May 19, 2020 at 3pm

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

**Adjourn at 5pm.**