

**PUBLIC
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**Cogswell Spring Water Works
Water Commission Meeting
Tuesday, January 21, 2020**

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

Also Present: Ryan Bumford, Chief Operator

Recording Secretary: Kelly McCutcheon

Chair Gilbert moved to open the budget discussion. Commissioner Hall seconded. Motion carried 3-0.

According to the State the Traffic Control line item will not need to be increased for slope cleanup. Lead and copper water samples are taken every 3 years. In-house lab cost dropped since a different type of pH meter is being used that does not require pH probes. \$5,000 will be added to the "Commissioner's Added" line to fund unanticipated fittings.

Building Two: The generator has a water pump problem and Building One has a battery charger problem. Building Two is in need of new communication equipment since the old communication cable that is buried between Building One and Building Two is junk, and there will be new radio equipment severing Building Two while Building One will serve as the control building.

Office building line: \$5,000 for purchase of or building of a storage shed. Mini split for Davison Rd building. Installation of hatch alarms for both Water Storage tanks and the new hardware for Building One & Two and there will be more programming on EOS' part. Commissioner Connor asked about the possibly to remotely communicate with the run Depot Hill tank. Superintendent Norm Bumford stated they could invest in a solar unit to run tank remotely. Estimated cost to complete Depot Hill Rd. tank, update communications of Building One & Two, and the mini split for Davison Rd is \$8,600.

Commissioner Hall moved to increase the Building Maintenance line item from \$2,900 to \$8,600 to cover the radio stem from building one to building two as well as the Depot hill tank and Davison Road tank. Commission Gilbert seconded. Motion carried 3-0.

Superintendent Norm Bumford was tasked with checking for solar power and battery backups for emergencies.

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Commissioner Hall moved to add \$5,000 to “Commissioners Added” line item. Commissioner Connor seconded. Motion carried 3-0.

The revised budget total \$515,003.49

Commissioner Hall moved to close the budget discussion. Commissioner Connor seconded. Motion carried 3-0.

Review Minutes:

Chair Gilbert moved to approve the December 17, 2019 public minutes as amended. Commissioner Hall seconded. Motion carried 3-0.

Chair Gilbert moved to approve the non-public minutes as presented. Commissioner Hall seconded. Motion carried 3-0.

Superintendent Monthly Report:

1. The water service for 35 Prospect Street has been completed and the installation has been inspected and the water turned on.
2. The monthly bacteria sample taken for January was bacteria free
3. Foster Road Well still remains offline, waiting for the *new* Electrician to replace the failed components.
4. Clean up continues on 250 Weare Road.
5. Snow removal continues as needed. Chief Operator Ryan Bumford shoveled the Fire Hydrants as well.
6. Chief Operator Ryan Bumford has completed and sent in the required backflow prevention report for the Department of Environmental Services for 2019.
7. Finalized the CSWW 2020 Draft Operating Budget.
8. Prepared the article for the Town Report and it has been reviewed by Commissioner Hall and sent to the Selectman’s office for publication.
9. Supplied Russ Roy with the meter read for the 7/1/2019 through 12/30/2019 so that he may send out water usage bills.
10. Discuss land purchase possibilities for Depot Hill Rd water storage tank.

Old Business:

Bond for new water main under 202 and 9

It needs to be decided today because of paper work and legality. Estimated \$350,000 to bond and a motion will need to be made. Chair Gilbert pointed out that when the bids come it if the cost is lower that it can be amended on the floor at Town Meeting.

Commissioner Hall moved to a submit warrant article for \$350,000, subject to be revised at Town Meeting to reflect actual prices received by contractors if bids are received on time. Commissioner Connor seconded. Motion carried 3-0. \$350,000 to be paid by the water users.

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Superintendent Job Description Review

Job descriptions are in the process of being updated.

Commissioner Hall moved that Superintendent Bumfords step increase and pay grade increase should be effective October 9,2019 date, and that the next evaluation will be based on the new job descriptions. Chair Gilbert seconded. Motion carried 3-0

Discuss land purchase possibilities for Depot Hill Rd water storage tank - Discussion with Kristin Claire and the option to purchase squared off piece property update:

Commissioner Hall understands Kristin Clair's position of wanting to sell the whole piece of property and not wanting to subdivide and portion off a section to town. Superintendent Norm Bumford was unsure if it needed to be included in the budget since he does not want to irate the tax payers by asking for money for 202/9 project and purchasing land too.

Commissioners Concerns:

In 2021 Operating Budget Increase to the capital reserve item line budget and direct increase in water. To discuss at later date.

The bond article is based strictly on water users.

Public water system contact form: It is determined that whomever is Chair will be listed on the paper work, and that the paper work will need to be refiled with each new Chair. The address will be the Davison Rd. office.

Commission Hall moved to identify Chair Jerry Gilbert as the "Owner" of the Cogswell Spring Water Works on the Public Water System Contact form. Commissioner Connor seconded. Motion carried 3-0.

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

Adjourn at 17:45hours.