



**Cogswell Spring Water Works
Water Commission Meeting
Tuesday, February 20, 2024**

Members Present: Jerry Gilbert, Chairman; Bill Hall, Commissioner

Members Excused: Jeff Connor, Commissioner

Guests: Jim Donison, Superintendent; Josh McCutcheon, Operator; Marlene Kriester, Karen Irwin

Recording Secretary: Kelly McCutcheon

Call Meeting to order at 16:00 hours.

Chair Gilbert called the meeting to order at 4pm.

Review the Minutes from the previous meetings: 1-16-2024 regular monthly meeting.

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

Appointments. None

Visitors. Marlene Kriester and Karen Irwin

Superintendent Jim stated Marlene Kriester called him regarding her January bill being unusually high. Jim did an extraction (provided in the meeting packet) and the month of December was high at over 12,000 gallons for the entire month. Historically in September 60-80 gallons a day were consumed, 100 gallons a day in October, 150 gallons a day in November and then 250-800 gallons a day throughout the month of December.

The water meter then started recording normally and Jim cannot explain what happened with the meter in December. Commissioner Hall recommended replacing the meter since Marlene Kriester stated her concern about meter recording inaccurately again. Chair Gilbert stated it is very odd that the meter malfunctioned then reverted to normal.

**Commissioner Hall moved to grant the abatement for \$162.77 for 25 Fairview. Chair Gilbert seconded.
Motion carried 2-0.**

Marlene Kriester asked when the meter can be replaced. Chair Gilbert stated the department has one in stock. Operator Josh McCutcheon stated he will be in town tomorrow to replace a different meter at 10am and would be able to replace her meter at 9am or 11am. Marlene Kriester is not available at those times and Josh offered to replace the meter at 8am tomorrow. Marlene Kriester was thrilled of how promptly the department scheduled to replace her malfunctioning meter. Superintendent Jim will send a letter to Deb Aucoin to straighten out the abatement.

Superintendent's Report.

1. Monthly Bacteria Tests (2) taken on 2/12/24. Both were absent.
2. Last 365 days and 90 days of water use records for wells 1 and 2 attached.
3. Unaccounted for water in 2nd half of 2023 was higher than three previous periods. Partially attributed to water breaks in November, water flow off at end of Patterson Hill Rd, other?
 - a. *Commissioner Hall requested Jim & Josh notate for known discharges such as hydrant flushing and reported leaks. Commissioner Hall also requested Jim speak with the Waste Water Department regarding leaks. Jim stated he will perform another extraction in March to compare the numbers.*
 - b. *There were 2 leaks on Hillsboro Road as well as Hope Road that likely account for the unaccounted water. Jim & Josh stated it is unknown how long Hope Road had been leaking before the water surfaced due to the main being surrounded by loose gravel that would drain a leak.*
4. Extractions – 3 taken: at Grange (toilet was leaking and since repaired), at 25 Fairview for Marlene Kriester (abatement request submitted) and 100 Old Hillsborough Rd (issue still being investigated as we could not perform an extraction greater than 15 days on that particular meter)
5. Dig Safes – 3 requests from 1/17/24 to 2/19/24.
6. Deduct Meter application – 0 requests have been made
7. Hydrant flushing to be performed – Next round to be performed in May-June 2024 to complete the remaining 15 hydrants. Notices were included in Jan billing.
8. Missing Rush Road gate valve (reminder for Jim to look for it).
9. CSWW Source Water Protection Program – Alex Herlihy (GSRWA) completed draft report.
10. Emergency Plan to be updated in March (email from Norm and Ryan Bumford received to remove their names from the Town website plan)
11. Lead rule – ongoing data gathering and submittal of info to NHDES and their consultant, Hazen. All lead services to be identified with a replacement plan by Oct 2024.
12. Asset Management Program – ongoing data gathering of asset information continuing.
13. Office boiler replaced as it was not dependable (one morning it was 34 degrees in the office). Scott Dinsmore Plumbing replaced \$7,800
14. Water main break on Hall Ave 1/17/24 repaired by WSO plus and Steve Connor. Leak still observed so repair performed on 2/16/24 (it was leaking at one of the Alpha restrained joint coupling on the PVC pipe section). Two new fittings installed by WSO, Steve Connor and Tim McComish
15. Tree fell on 500k water tank over this past weekend 2/19/24. No observed damage to tank however fence is damaged. Tree will be cut on 2/21/24 and Steve Connor will assist to remove it.

Abatelements.

1. 44 Pike Street, Kristina O'Brian and Scott Osborne – July 2023 : Signed, no meter or water service at address.
2. 25 Fairview, Marlene Kriester – Jan 2024: Signed.

Old Business.

1. Expenditures and Revenues 2/2024 – see attached.
2. Depot Hill Tank electricity: Per discussions with Lorin Mulligan and Leah-Eversource, Lorin has concerns with the removal of the last pole, Removal of the electrical service is on hold pending their resolutions – **UPDATE: Eversource called in January 2024 to say that electricity at the pole has been discontinued.**
3. USACE update on Foster Well No 3 – **No update (Packets of info were provided to Senator's Sheenan and Hassen and Congressmen Pappas and Kuster on 2/6 and 2/7/24 as part of the National Rural Water Rally)**
4. NHDES grant for \$61,515 -Asset Management Plan. Proceeding.
5. NHDES Automatic Security gate grant \$18,400. Reimbursement received. Signs placed and paving will be scheduled in summer 2024. *Chair Gilbert stated it should be tied in with the patches for Hall Ave., Hope Road, and other projects.*
6. NHDES Cyber Security Grant award for \$6,234. Includes a new computer and assistance from Mirador (Town's IT consultant) to make changes to sign-in procedures – **Met with Mirador IT on 2/12/24 and they will reconfigure the current desktop to be the SCADA computer, install a new firewall, install a new laptop to replace the desktop as the primary office computer and install "splashpad" app for access to the SCADA from phones or computers.**
7. Patterson Road Bridge 2" watermain replacement: Henniker Directional Drilling with plan to bore 4" PE pipe across river to roadway with a deep pit. – **Jeff Martin has scheduled to perform this work for spring 2024. Jim will speak with the Board of Selectmen regarding digging on town property on lot 380-A to directional drill to Patterson Hill Road Extension.**
8. Henniker Sand & Gravel, 72 Bradford Road cut and cap service connection and extend 6" watermain across Rte. 114 with fire hydrant – **waiting to hear what the plan is for the property prior to disconnecting this service connection. No update.**
9. Insurance claim for damage to hydrant on Rush Road. **Work will be scheduled for replacement in spring 2024. Hydrant delivered to storage bldg.**
10. New water meter software "Beacon" from Stiles Co. was used for Jan 24 water collection and billings. Waiting for the new tablet components to arrive to replace the old field collector.
11. Develop plans for garage expansion at Davison Rd and sell garage at well field. – **Preliminary expansion plans attached for review prior to proceeding further. Should CSWW act as "general"**

and hire concrete contractor, framer, sider roofer? *Chair Gilbert likes the plans. Commissioner Hall stated the plans are perfect.*

12. CSWW attended Great American Taste Test Contest hosted by the National Rural Water Association at their annual rally in Washington, DC on 2/6-2/7/24 including visiting with senators / congressmen to tell CSWW's story about running a water system and USACE issue.
13. Advertise for Part time / full time employee. – two applications received and a “business plan” is attached prepared by Joshua McCutcheon for him to continue on a permanent Part Time basis. **To be reviewed under Non-Public**
14. Final CSWW BOC approved 2024 operating budget schedule for Town hearing on March 16, 2024.

New Business.

1. Watermain was still leaking after 1/17/24 repair on Hall Avenue – 2nd repair performed on 2/16/24 with WSO Plus, Steve Connor, Tim McComish
2. Repair to RAM truck schedule for April 8/24 at Hillsborough Ford body shop and Enterprise truck rental - Primex has \$1,000 deductible.

Non-Public Section 91-A:3 (e).

1. Review resumes and part time business plan

Chair Gilbert moved to enter non-public. Commissioner Hall seconded. Motion carried 2-0.

Chair Gilbert moved to exit non-public. Commissioner Hall seconded. Motion carried 2-0.

Commissioners Concerns. None

Scheduled next meeting:

At 16:00 on March 19, 2024.

Adjourn Meeting.

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

Adjourned at 5:50pm.