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**Cogswell Spring Water Works
Water Commission Meeting
Monday, April 15, 2024**

Members Present: Jerry Gilbert, Chairman; Bill Hall, Commissioner
Members Excused: Jeff Connor, Commissioner
Guests: Jim Donison, Superintendent; Josh McCutcheon, Operator; Steve Connor
Recording Secretary: Kelly McCutcheon

Review previous minutes:

Commissioner Hall moved to approve the minutes of March's meeting as presented. Chair Gilbert seconded. Motion carried 2-0.

Appointments:

None

Visitors:

None

Superintendent Report:

1. Monthly Bacteria Tests (2) taken on 4/2/24. Both were absent.
2. Last 365 days and 90 days of water use records for wells 1 and 2 attached.
3. Investigated "Unaccounted" water use. The total water pumped from 3/15/24 to 4/2/24 was: 107,671.7 gpd from wells 1 and 2 Versus the water meter reading total for all meters of 107,671.7 gpd. This equates to 4,325 of unaccounted water or 3.9%, Which is excellent!!
4. Extractions – 0 taken.
5. Dig Safes – 6 requests from 3/18/24 to 4/15/24.
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. Meter replacement – 30 meters and endpoints (\$12,000) to be installed in July/August 24 as part of ten-year meter replacement plan. In 2024 we will replace meters on Patterson Hill RD, Old Hillsboro Rd, Emerson Way, Newton Road and Western Ave from Old Hillsboro Rd to Liberty Hill Rd. Need to double budget in 2025 to replace 60 meters.
9. Missing Rush Road gate valve (we may have found one near Rte. 202/9 which is paved over – we will remove pavement to confirm in April 24).

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10. CSWW Source Water Protection Program – Alex Herlihy (GSRWA) completed draft report. *Signed.*
11. Emergency Plan updated – draft provided to BOC for review and approval at the April regular meeting (email from Norm and Tyan Bumford received to remove their names from the Town website plan) – see attached for BOC signatures.
12. Lead and Copper rule – All lead services to be identified with a replacement plan by Oct 2024.
13. Asset Management Program – ongoing data gathering of asset information continuing with goal of completing entire plan by Dec 24.
14. Fence repair from tree which fell on 19/24. Quote of \$3300 to repair by American Fences with \$1000 deductible to be covered by insurance – repairs to be performed in May 24.
15. 146 Davison Rd Building Addition Quotes received:
 - Concrete foundation and pad:
 1. Mark Sinotte, Goffstown \$9710
 2. Ross Richeski, Claremont \$10,590
 3. Battaglia Foundations, Antrim \$12,275
 4. Henry Jussaume Concrete, Bradford \$13,400
 5. Dan Sinotte, Manchester \$13,784
 - Building Addition 20'x24'
 1. Northeast Building, Lance, Henniker, - \$32,400
 2. 242 Construction, Keith Parker - \$61,950
 3. DME Const, David Epstien, Bow - \$ 39,000

Chair Gilbert tasked Superintendent Jim with handling the contracts and to ensure that estimates include doors, windows, and 16ft beam/gable

16. 300K tank battery needs to be replaced as no signal received since 4/3/24. New battery to be installed week of 4/15/24.
17. NHDES sanitary survey to be performed next week 4/23/24 (every 3 years) – basically an inspection of the water system.

*Abatements. See April 9, 2024 Administrative Abatements for \$3.00 late fees attributed to post office error not processing letters/bill in time – Town is looking into this w/t office. CSWW BOC to sign. **Signed with no interest charged before May 6, 2024***

Old Business

1. Expenditures and Revenues 2/29/2024 – see attached.
2. USACE update on Foster Well No 3 – received confirmation on 3/22/24 from Senators Hassen & Shaheen have connected w/ the USACE and will provide information soon.
3. NHDES grant for \$61,515 -Asset Management Plan. Work proceeding with Dec 24 deadline.
4. NHDES Automatic Security gate grant \$18,400. Paving will be scheduled in summer 2024.
5. NHDES Cyber Security Grant award for \$6,234. Work completed by Mirador (Town's IT consultant). Waiting for invoice and reimbursement request to NHDES

6. Patterson Road Bridge 2" watermain replacement: Henniker Directional Drilling with plan to bore 4" PE pipe across river to roadway with a deep pit. See attached proposed for \$69,250 for approval and CSWW signature. Jeff Martin stated that a sleeve is not recommended and that a 6" dia HDPE pipe will be difficult to bend abruptly once the river is crossed and to elevate to pipe at Patterson Hill Rd Extension, therefore a 4" dia HDPE pipe is recommended, HDD is behind schedule due to recent two winter storms and high river water levels. Work rescheduled once river. Hall Excavating is available to perform the pipe install with 2-3 stacked trench boxes and EJP to perform 4" tap into 6" cast iron pipe – see attached sketch.

Operator Josh stated Jeff Martin told him he does not recommended sleeving incase the department needs to remove the pipe in the future, and that Jeff Martin does not believe there is enough room to fit a 6inch pipe and recommends staying with the 4inch pipe.

Commissioner Hall moved to have Chair Gilbert sign and return. Chair Gilbert seconded. Motion carried 2-0.

7. 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.

8. Insurance claim for damage to hydrant on Rush Road. Work will be scheduled for replacement in spring 2024. Hydrant delivered to storage bldg.

9. New water meter software "Beacon" from Stiles Co. was used for Jan 24 water collection and billings. No update on new tablet components to arrive to replace the old field collector.

10. Develop plans for garage expansion at Davison Rd and sell garage at well field. – Expansion plans of a 20'x 24' bldg. Superintendent's report includes the quotes received from the concrete foundation and the building contractors BOC to approve contractors. *By consensus Jim will handle the contractors.*

11. RAM truck at Hillsborough Ford body shop for repairs and presently have an Enterprise truck rental - Primex has \$1,000 deductible.

12. Lead and Copper Rule – updates required for NHDES by Oct 24.

New Business

1. Appoint CSWW BOC Chairman

Commissioner Hall appointed Jerry Gilbert as Chair. Commissioner Gilbert seconded. Motion carried 2-0.

2. Renewed Value Added Service Agreement "VAS" with EJP – see attached *Signed*

3. NH Fire Protection performed fire flow test on hydrant at 98 Bridge St- The new hydrant is good, the hydrant in front of town hall is out of service, and one of the other hydrants needs a new collar.

4. EJP and RCAP to provide training on GIS mapping in April/May 24

5. Amend employment Agreement with Joshua McCutcheon to include prorated Vacation and sick time. See agreement to be signed and email from Sherry Bradstreet: *Subject: RE: CSWW BOC employment*

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agreement with Joshua McCutcheon - Thanks Jim, Yes he brought it by this morning. As a permanent part time employee he is also entitled to pro - rated vacation and sick time monthly like you. I talked to Josh about that. Didn't know if you wanted to do an addendum to his agreement for the Board to sign. It is a part of the Personnel Policy. I am okay either way. Sherry, Finance Director. The Commissioner agreed even though it was not specifically written Josh's hiring documents.

7. EPA PFAS standards – see attached Federal PFAS announcement. CSWW to issue an update via the July 2024 billing as an insert. Jim will also look into what the new non-detect limits are.

Commissioners Concerns:

None

Schedule next meetings:

May 20, 2024 at 4pm (16:00).

Adjourn:

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

Adjourned at 5:10pm.