



**Cogswell Spring Water Works  
Water Commission Meeting  
Tuesday, January 16, 2024**

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

**Members Excused:**

**Guests:** Jim Donison, Superintendent; Josh McCutcheon

**Recording Secretary:** Kelly McCutcheon

Review 2024 Proposed Budget: One Hour public comment period

Meeting Called to order at 4:05pm for public comment for one hour.

Superintend Jim stated an increase in the budget monthly technology line item due to the Mirador password and login system that was not included in last month's budget review. Additionally, the Finance director requested separate line items to distinguish between full-time, part-time and recording secretary wages.

Chair Gilbert asked about the encumbrance line item. Superintendent Jim stated it is money the department has committed to for the Stiles program and the company has not sent an invoice requesting payment. Once the invoice is received the bill will be paid and applied to the 2023 budget.

Review previous minutes:

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

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

**Commissioner Hall moved to seal the minutes. Commissioner Connor seconded. Motion carried 3-0.**

Appointments:

None

Visitors:

None

Superintendent Report:

1. Monthly Bacteria Tests (2) taken on 1/3/24. Both were absent.
2. Last 365 days and 90 days of water use records for wells 1 and 2 attached.
3. 4th Quarter 2023 NHDES water use report for wells 1 and 2
4. Final Meter Reads: taken 1/3/24.
5. Extractions – none taken.
6. Dig Safes – 7 requests from 12/20/23 to 1/16/24.
7. Deduct Meter application – 0 requests have been made.
8. Hydrant flushing to be performed – Next round to be performed in May-June 2024 to complete the remaining 15 hydrants.
9. Missing Rush Road gate valve (reminder to Jim to look for it).
10. CSWW Source Water Protection Program – Alex Herlihy (GSRWA) to perform inventory and next meeting scheduled 1/18/24 at 7 pm to present findings to committee.
11. Final CSWW 2024 budget
12. 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.
13. Asset Management Program – ongoing data gathering of asset information continuing.

Old Business

1. Expenditures and Revenues 2023 – 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 – no update.
3. USACE update on Foster Well No 3 – No update
4. NHDES grant for \$61,515 -Asset Management Plan. Proceeding.
5. NHDES Automatic Security gate grant \$18,400. Completed and reimbursement submitted. Pavement will be scheduled in summer 2024.

## FINAL

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 – No update
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 the water department's work for spring 2024.
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 to replace field collector.
11. Develop plans for garage expansion at Davison Rd and sell garage at well field. – Donison to prepare preliminary expansion plans - no update
12. CSWW to attend Great American Taste Test Contest hosted by the National Rural Water Association at their annual rally in Washington, DC in Feb 24 along with visiting with state senators / state rep's to tell CSWW's story about running a water system and USACE issue.
13. Advertise for Part-time / full time employee. – No responses
14. Final 2024 operating budget for schedule budget hearing on 1/16/24.

### New Business

Superintendent Jim updated the Commissioners on a water break main on Hope Road. WSO, Steve Connor, Tim McCormish and Henniker PD will be available tomorrow to locate the source of the leak and control traffic on 114. The break happened on Sunday and could not be immediately fixed Monday because of the Holiday weekend and inability to shut down Route 114 and could not be completed today due to the snowstorm.

Superintendent Jim will be adding "Water Alerts" information as part of the hydrant flushing mailers that will be going out.

Reimbursement request for security gate to be signed by Chair Gilbert – *signed. \$18,400*

The Annual report was reviewed and amended for Town Meeting. Superintendent Jim will send the amended version to Town Hall

**Chair Gilbert moved to adjourn the public budget hearing at 5:06pm. Commissioner Hall seconded. Motion carried 3-0.**

FINAL

**Commissioner Hall moved to approve the budget as presented. Chair Gilbert seconded. Motion carried 3-0.**

Commissioners Concerns:

None

Schedule next meetings:

Feb 20, 2024

Adjourn:

**Commissioner Connor moved to adjourn the monthly meeting. Chair Gilbert seconded. Motion carried 3-0.**

**Adjourned at 5:20pm.**