



**Cogswell Spring Water Works
Water Commission Meeting
Tuesday, December 19, 2023**

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

Members Excused:

Guests: Jim Donison, Superintendent; Josh McCutcheon

Recording Secretary: Kelly McCutcheon

Review Previous Meetings:

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

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

Appointments: None

Visitors: None

Superintendent's Report:

1. Parttime water operator Joshua McCutcheon hired 12/5/23 (20 hrs per week x \$30/hr for max of 6 months) – see attached agreement.
2. Monthly Bacteria Tests (2) taken on 12/6/23. Both were absent.
3. Last 365 days and 90 days of water use records for wells 1 and 2 attached.
4. Final Meter Reads: 2 taken (308 Western Ave and 388-G1 Western Ave).
5. Extractions – none taken.
6. Dig Safes – 6 requests from 11/21/23 to 12/19/23.
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. Beacon AMS software – New tablet will not be ready for next round of billings in Jan 24, so will use old data collector.
11. CSWW Source Water Protection Program – 3 rd meeting held on 12/4/23, hosted by GSRWA at CSWW office. Attendees included Alex Herlihy (GSRWA), Charlene Story, David Mclean and Holly Green (Henniker Conservation Commission) and guest environmental science professor from NEC.
12. Draft CSWW 2024 budget
13. 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.
14. Asset Management Program – ongoing data gathering of asset information continuing.
15. Security gate – gate installed.

Old Business:

1. Expenditures and Revenues – 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 with collecting assets.
5. NHDES Automatic Security gate grant \$18,400. Fence and motor operator installed, and 6 remotes received. Security code shared with Fire and Police Departments.
6. NHDES Cyber Security Grant award for \$6,234. This includes a new computer and assistance from Mirador (Town's IT consultant) to make changes to sign-in procedures.
7. Patterson Road Bridge 2" watermain replacement: Henniker Directional Drilling. 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. on 12/19/23.
10. Meter software Stiles Co. provided 9/26 training on the new software and October sewer billing used the new software system. 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. Readvertise for Part time / full time employee.

14. Invoice to Fire Department for Fire Hydrant Assessment – see invoice 12/18/23

15. Draft 2024 operating budget for final review attached. BOC to schedule budget hearing on 1/16/24.15)

- Line 990 will be renamed *Unallocated Expenditures Fund* from Reserve.
- \$1,500 added to the repair & maintenance.
- Outside lab services have increased to a total of \$3,000

Commissioner Hall moved to accept the budget as modified at tonight's meeting. Commissioner Connor seconded. Motion carried 3-0.

Chair Gilbert moved to set the public budget meeting for January 16, 2024 at 4pm. Commissioner Hall seconded. Motion carried 3-0.

New Business:

none

Non- Public Section 91-A:3

Commissioner Hall moved to enter non-public. Commissioner Connor seconded. Motion carried 3

Commissioner Hall moved to exit non-public. Chair Gilbert seconded. Motion carried 3-0.

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

Commissioners Concerns:

Commissioner Connor asked about the chain on the motor that runs the new gate at the well field. He asked if extra grease on the chain would be needed? Commissioner Hall stated he thought the chain was enclosed with a safety guard. The chain is enclosed in the arm that operates the gate.

Commissioner Connor asked Josh to put up reflective numbers on the post outside to the new gate, for easy identification in the event of an emergency.

Schedule next meeting:

Next Meeting January 16, 2024 at 4pm

Adjourn:

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

Adjourned at 5:30pm