

**Town of Hillsborough Water & Sewer Commission  
October 13, 2016 Meeting Minutes**

Meeting called to order 6 pm. Present were Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; Paul Dutton, WWTF Operator; and, Penny Griffin, Administrator.

The Commissioners reviewed and authorized the September 27, 2016 meeting minutes, AP vouchers number 19 for water in the amount of \$11,973.00 and sewer in the amount of \$23,978.47; and time cards.

The Commissioners reviewed an application for 5 West Main Street to reclassify the old Go Juice space back to a restaurant. The Commissioners agreed to process the application at their next meeting after the public hearing as the applicant has stated that they only want to be charged the 2 units for sewer for the space as proposed in the restaurant billing ordinance revision and that cannot be agreed to until after the Commission votes in the revision.

Commissioner Sieg discussed the cross-connection course that he is currently taking. He stated that it is a cross-connection surveyor class which provides knowledge of the determining factors in determining the type of backflow required in a building and why. All agreed it will be beneficial to the commission. Commissioner Sieg stated that he would like to look into taking the backflow tester certification class to see if it would also benefit the commission. All agreed to discuss it once he receives the details.

Penny Griffin advised the Commissioners that she had received a phone call from Dana Brien, Health Officer, who would like to discuss how the town would be able to provide water to residents whose wells have gone dry due to the drought. The Commissioners agreed that it would be a decision of the Selectmen and the town could arrange that at any town building they choose. The Commissioners will provide whatever help is necessary and suggested that Dana attend a meeting to discuss it.

The Commissioners discussed the upcoming public hearing scheduled for October 25th. Penny advised the Commissioners that she has spoken with the legal department at Local Government Center and if more people show up than the Commissioners expect they do not have to postpone the meeting. They can move the meeting. If they move the meeting, the attorney stated they should put notes on the door and have someone stay at the original site to redirect any late comers. The attorney also suggested not moving the meeting until the night of the meeting. The Commissioners asked Penny to check with the fire department to see if the meeting room there would be available if needed.

The Commissioners reviewed ESR 4 from Underwood Engineers to complete the wastewater treatment facility Quality Assurance Manual for the amount of \$2,800. Commissioner Wiegelman motioned to authorize ESR 4 as presented. Commissioner Sieg seconded the motion. All voted in favor.

Paul Dutton advised the Commissioners that both he and Eric Edwards are in the process of completing the Water Works Operator Combined Grade IA course with the final test scheduled for October 20th.

Paul informed the Commissioners that he has notified WSO+, Inc. that he has noticed a couple of suspicious puddles on Norton Drive and on Wyman Street and they will be investigating for possible leaks.

A discussion was held regarding the recent flow testing completed by Underwood Engineers as part of the Weatherstone project evaluation. Paul stated that he was very upset about the mess that the flowing of the hydrants caused in some areas as he is very conscientious about this when he does the hydrant flushing. He suggested that if more flow tests need to be done that the Commissioners meet with Cole Melendy of Underwood to see if the process can be adjusted to avoid washouts. Commissioner Mellen asked Paul if he thought that Cole should come out for a meeting to go to the areas that have issues. Paul stated that he and Eric will be going out to pump out the hydrants used and will fill in any holes that they can. Paul will let the Commissioners know if there are areas that will need more work that should be gone over with Cole.

Mr. Dutton advised the Commissioners that the parts to repair the contact tank at the WWTF are in and Wes Wixon will be scheduling a time to install them in the near future. He also stated that he is still working with Atlas Copco to complete the reinstallation of the repaired blower at the WWTF.

A discussion was held regarding the recent low pH levels at the WWTF. Paul stated that he had to purchase chemical to help regulate the pH level. He stated that this is not unusual with the temperature changes.

Commissioner Sieg advised the Commissioners that he and Cody Boisvert of WSO+, Inc. disconnected the Flexim flow meter at the water plant today and connected the replacement GE flow meter. He stated that they would like to let the GE run for the weekend to ensure everything is all set and then notify Mr. Selmon that the Flexim unit is ready for return early next week. All agreed with this plan of action.

Paul stated that water meter reading will begin the last week of October in preparation for the November billing.

Mr. Dutton advised the Commissioners that he and Eric would like to look into obtaining their Grade I water distribution license. All agreed that would be appropriate as they often assist with water projects.

Commissioner Mellen asked Paul if he would attempt to quiet a loud manhole cover on Center Road. Paul stated that they would look at it and make any adjustments that they can.

A discussion was held regarding a forwarded email from Cole Melendy of Underwood Engineers regarding the Weatherstone project. The email chain began with an email from Wayne Morrill of Jones & Beach Engineers (representative for the Weatherstone project) requesting "At this time, please do not spend contract time reviewing our design plans. The developers have been going thru the leaseability of buildings 2 -5 and will be making a decision soon on what they eventually want to go forward with. The other part of the contract are fine to start since they will be used for whatever development they go forward with." Commissioner Mellen asked if Mr. Black is all set or if he needed anything further from the Commission. Penny stated that she has not heard from Mr. Black and if she does she will

notify the Commission. The Commissioners concurred with Cole Melendy's response to Mr. Morrill's email, "We endeavor to expedite development review projects so we have proceeded with some of the work. Per our conversation this AM, there will be some charges for work to date including:

- desktop analysis and evaluations
- flow testing field work and modeling

Per your request, we will plan to hold off on the design review portions until the Commission provides us with a revised review package including revised required information from the applicant (described in our ESR). By extension, this will obviously delay when our review letter is provided to the Commission." The Commissioners agreed that they look forward to receiving new plans from Mr. Black so they can be submitted to Underwood Engineers to complete the projects evaluation.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Mellen seconded the motioned. All voted in favor. Meeting adjourned 8:15 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved  
by: Date:

Peter Mellen, Chairman

Herm Wiegelman

Chris Sieg  
Water and Sewer Commissioners  
Town of Hillsborough