

Town of Hillsborough Water & Sewer Commission
June 28, 2016 Meeting Minutes

Meeting called to order 6 pm. Present were Commissioners Peter Mellen, Herm Wiegelman, and Chris Sieg; Joe Damour and Cody Boisvert of WSO+; and, Penny Griffin, Administrator.

Janet Byron entered the meeting.

Joe Damour updated the Commissioners on the status of the Flexum flow meter. He stated that he has received the original flow meter back from Flexum with a copy of the repair order and they indicated there was no problem with the meter. Commissioner Sieg asked if the GE flow meter, that they purchased and installed, is still working correctly. Cody Boisvert confirmed that it is. Commissioner Sieg asked if the Flexum unit was sent back with the sensors and all components. Joe stated that it was which left not much else that could have created the error. Commissioner Wiegelman asked if the GE unit was hooked in the same way as the original Flexum unit. Cody stated that it was not, but the loaner Flexum unit is and there have been no errors with it. Commissioner Mellen asked if the Flexum loaner unit was the same as the original Flexum unit. Joe stated that it is not. Commissioner Mellen suggested maybe they should negotiate to keep the loaned unit. Commissioner Sieg opined that they should continue to use the GE flow meter as it is working. Joe agreed. Joe stated that he will be contacting the Flexum Company to review their findings and to ensure they had all pertinent information.

Mr. Damour advised the Commissioners that they have completed repairs to the water service connection at 54 Center Road. They lowered the connection and insulated it which will solve the freezing issue they have had in the past.

Mr. Damour also advised the Commissioners that they have completed the main gate valve replacement on Henniker Street at Cross Street. He stated that they removed the valve in Henniker Street and replaced the valve at Cross Street. Commissioner Wiegelman asked if new drawings have been submitted for our records. Joe confirmed they will be submitting them to the Commission for their records. Commissioner Mellen asked about the condition of the Cross Street line. Joe stated that there was a little build up but it has good flow. Commissioner Mellen advised Mr. Damour that they need to inspect the valve by 117 West Main Street. Mr. Damour will put it on his list of items to do. A discussion was held regarding the town plans to reconstruct the sidewalk on West Main Street. Joe stated there is a hydrant in front of 77 West Main Street that will need to be moved due to the proposed width of the new sidewalk. A discussion was held regarding the possible need to get an easement for the hydrant due to the change. Joe stated that he would review the proposed changes with the town highway department and get back to the Commissioners with any information he receives.

Cody Boisvert advised the Commissioners that since the hydrant flushing has begun there were a couple of operational issues that had to be worked out. He stated that he has now turned on both UV trains to meet the water demand. Commissioner Mellen asked if overall the system is running well. Both Cody and Joe confirmed that it is.

A discussion was held regarding upcoming work to be scheduled. Joe stated that he intends to install the meter and backflow at Butler Park, install blow off's at Boulder Road and Harvey Way, and to move the hydrant by 77 West Main Street. Penny advised Joe that Paul Dutton has noted two (2) other items he has come across while flushing hydrants that also need to be repaired; a water gate by 81 Center Road, which needs to be dug up and repaired prior to July 11th when the NHDOT intends to begin paving in that area; and, the hydrant at Maine Auto is broken.

Commissioner Mellen commented that in a previous meeting, the Weatherstone developer stated that his project will need a water tank on their project site and asked Joe Damour his opinion of what the

impact might be on the existing system and if that would make them their own water source. Joe stated that it very well could make them their own water source and that the NHDES will determine that during their review. Joe stated that the impact it will have on the existing system should be part of the engineering review the Commissioners have done when processing their application and he will be available for any questions the engineer has. A discussion was held regarding hydrants within the development and whose responsibility those would be to maintain. Mr. Damour stated that in other communities he operates, these details were worked out during the application process and stressed that it is important to get these details addressed so there is not an issue later. Commissioner Mellen asked Joe to keep the development in mind and advise the Commissioners of any items he feels need to be addressed during the application process.

7:15 pm Joe Damour and Cody Boisvert left the meeting.

Janet Byron told the Commissioners that she has had time to review and investigate information she has learned about the sewer system issues. She stated that as a taxpayer when a business comes to town it is expected to help the tax base. She stated that she does not want to pay for a big box store's infrastructure. She acknowledged that she has a clear definition of the system problems and understands that regulations are continually changing. She stated that the "crisis" is coming out of the planning department and the selectmen's office as they want to be able to promote Hillsborough as a developable area with water and sewer access. She proposed the town look at creating a TIF district. (*Tax Increment Financing (TIF)* is defined as the ability to capture and use most of the increased local property tax revenues from new development within a defined geographic area for a defined period of time without approval of the other taxing jurisdictions.) Commissioner Mellen stated that during the joint meeting held with the selectmen on May 5, 2016, there was discussion from the town Planner for the town to build septic systems for the developers. Commissioner Mellen stated that what is "crumbling", the word used in the recent Villager editorial, is old clay infrastructure pipe; and, the Commissioners repair these areas annually by what the users can afford. Commissioner Sieg stated that accessibility fees are used to reduce inflow and infiltration (I/I) which affects the capacity of the plant. Commissioner Mellen stated that repair of these lines is something they can address as well as private properties with sump pumps. Commissioner Mellen stated that it has been very frustrating as the Commissioners have given the Planner and Selectmen all the information and they don't seem to hear it. A discussion was held regarding planning for a new plant. All agreed that a new plant would be a decision of the entire townspeople. A discussion was held regarding the forming of another committee to study the direction the townspeople would like to go. Commissioner Sieg explained that people want a "fixed number" of available capacity and it is not that easy as flows change with such items as changes in the weather, the number of empty properties, etc. He stated that the Commissioners are working on determining a number for available capacity taking into consideration approved increases not yet discharging, empty commercial spaces, and proposed increases not yet applied for. The Commissioners asked Ms. Byron if she would be interested in serving on the study committee. She agreed that she would.

7:45 pm Janet Byron left the meeting.

A discussion was held regarding ways to address private properties sump pumps. The Commissioners agreed to review this topic with Cole Melendy of Underwood Engineers for future planning.

A discussion was held regarding the general engineering services contract from Underwood Engineers. The alternate wording of the "ownership" item will be reviewed by Commissioner Sieg and Penny Griffin and discussed with Cole Melendy in order to have the contract ready for signature at the next meeting.

Penny Griffin advised the Commissioners that she has spoken with the owner of 2 West Main Street regarding his Change of Use application and the owner was going to resubmit an application making his request clear. No new application was received. The Commissioners asked Penny to contact the

owner to confirm if he is going to submit another application or he would like them to proceed with the one previously submitted.

The Commissioners reviewed a letter submitted from Mr. Peake, the owner of 333 East Washington Road, stating that they are looking to replace and expand the existing porch on the home. The Commissioners reviewed the Loon Pond ordinance and discussed what their role is in this situation. The Commissioners noted that per ordinance 160-8 C they are responsible for the enforcement of the Loon Pond ordinance. All agreed that the request before them would need to go before the ZBA for a variance and there is nothing for them to “approve”. The Commissioners asked Penny Griffin to respond to Mr. Peake and advise him that as their construction is within 200ft of the shore, they will need to obtain a variance from the ZBA at which time the Commission will be notified of the hearing for their input. They also asked Penny to forward a copy of the Loon Pond ordinance to Mr. Peake with their response.

Penny Griffin advised the Commissioners that she has spoken with Mr. Ed Hill regarding the installation of a manhole where a clean out currently exists on his property at 8 Hoyt Lane. Mr. Hill has asked if the Commissioners would be willing to negotiate as he owns 44 Bridge Street property that has 2 water lines to it. Several years ago Mr. Hill re-plumbed the home to service all units from 1 service line as he was having problems with the second line freezing. He stated that he would be willing to allow the installation of the manhole at his 8 Hoyt Lane property if the Commission would discontinue the non-used water line at 44 Bridge Street and stop future billings for that line. The Commissioners agreed that was a reasonable and beneficial request and asked Penny to contact Mr. Hill and put his request in writing.

The Commissioners reviewed and authorized AP vouchers number 12 for water in the amount of \$48,905.26 and sewer in the amount of \$14,099.61; and time cards.

Commissioner Sieg presented his finalized reassessment for each restaurant to the other Commissioners. The Commissioners reviewed and discussed his findings. Commissioner Sieg’s proposal would break down each restaurant by 15 seats equaling 1 sewer unit, which is equivalent to a single household per Table 1008-1 Unit Design Flow Figures used by NHDES. All agreed that his suggested restructuring of the number of sewer units calculated for each restaurant is more equitable. Commissioner Sieg will draft a letter to go to each restaurant explaining the findings and explaining any change that would occur due to the restructuring. The Commissioners agreed that they would notify the restaurant owners of a regularly scheduled Commissioners meeting where the restructuring would be discussed so that they can attend to ask any questions they may have.

The Commissioners reviewed a pre-application for the Clean Water State Revolving Fund prepared by John Jackman of Hoyle, Tanner and Associates. Whereas stormwater infrastructure is included in the application the Commissioners agreed they could not sign and submit it as it is something that would need to be coordinated with the highway department as they have no authorization to apply for them.

The Commissioners discussed a plan for a public meeting to present the Accessibility Fee evaluation report. John Jackman of Hoyle, Tanner and Associates will present his report to the attendees and be available for any questions they have. The Commissioners agreed on July 28, 2016, as the meeting date and asked Penny Griffin to reserve the fire department conference room for the meeting. They also requested that Mrs. Griffin obtain the emails of the Economic Development committee members, the selectmen, and the Planning Board members so that they can send an invitation to each individual member to attend the meeting for their input. Commissioner Mellen will create the email to be sent to each member regarding the meeting.

Commissioner Mellen advised the other board members that his company, Donald R. Mellen Surveyor, LLC, has been approached by Underwood Engineers to submit a proposal for surveying

services for the proposed Bridge Street sewer replacement project. He asked the Commissioners if they thought it would be acceptable for him to submit a proposal. Commissioner Wiegelman asked if Underwood Engineers or the Commission would be hiring the surveyor. Commissioner Mellen affirmed that the surveyor would be hired by and working for Underwood Engineers. Both Commissioner Sieg and Wiegelman agreed that it would not be inappropriate for Donald R. Mellen Surveyor, LLC to submit a proposal to or work for Underwood Engineers.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor. Meeting adjourned 9:35 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