

Town of Hillsborough Water & Sewer Commission
June 9, 2016 Meeting Minutes

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

Janet Byron entered the meeting. She explained to the Commissioners that she is currently working with the Economic Development Committee (EDC) and any other Town department that would like to create a website, separate from the Town's, to help provide as much information to people regarding Hillsborough as they can. She stated that she was able to find water and sewer information on the Town website and was looking to be able to add documents and information to the website she is creating for the EDC. A discussion was held regarding the best way to ensure up-to-date information is presented. Penny Griffin suggested putting a link on the web page she is creating to direct people to the Water and Sewer page on the Town's website as this would ensure up-to-date information. Ms. Byron agreed. Ms. Byron asked if there were any capacity issues that she should include. Commissioner Mellen stated that there is sufficient water to supply. Ms. Byron asked if the system is able to handle more water usage. Commissioner Mellen stated that it would depend on the area looking to be developed as the water system is a gravity system and properties that are at a higher elevation would need to be reviewed. Commissioner Mellen then explained the sewer capacity history, upgrades that have been completed to allow them to apply for more capacity from EPA and NHDES, and, the current status. Ms. Byron asked the Commissioners if they think they will be granted the increase of capacity from EPA. Commissioner Mellen stated that he hopes they will approve the request. Ms. Byron asked how EPA expects town's to grow if they don't approve such increases. Paul Dutton explained that EPA's main concern is the preservation of quality of the rivers and not town growth. Commissioner Mellen stated that town's can grow without town water and sewer services by implementing their own wells and septic systems which has been done in several other communities. Commissioner Wiegelman stated that the Commission is constantly working on repairing old sewer mains to reduce inflow and infiltration which also aids in capacity availability. Ms. Byron inquired about the possibility of a new plant. Commissioner Mellen stated that the Town as a whole would need to decide if that is the direction they want to go as it would be a several million dollar endeavor that would have to be paid for by taxes and as the current water and sewer services are funded by user fee's only and no tax dollars. Cole Melendy of Underwood Engineers explained that a permit for the waste water plant is good for five (5) years. He also stated that EPA and NHDES regulations are always changing and getting more stringent. He also reiterated that there is only so much you can do with a lagoon plant. Commissioner Mellen discussed water and sewer accessibility fees; the purpose, the history, the current structure and the engineered evaluation that is in process. Ms. Byron asked if the Commissioners "make deals." Commissioner Mellen stated that there is no regulation in the Town Code that allows them to "make deals." Commissioner Mellen stated that the evaluation is completed and they will be scheduling hearings to get input from EDC, Selectmen and the public. Ms. Byron thanked the Commissioners for taking the time to explain things to her.

Cole Melendy, of Underwood, advised the Commissioners that he had collected data and researched the condition of the sewer main on Bridge Street per the Commissioners request. He stated that there are some areas of the pipe that are in really bad shape and in need of repair. Commissioner Sieg stated that he had also reviewed past films of the area and

agrees that there are some really bad areas. He asked Cole if just the "bad" sections could be repaired. Cole stated that there are several factors to take into consideration in determining the best repair approach. Due to the size of the pipe, the length of the deteriorated areas and the extent of the deterioration in some areas he does not recommend pipe lining. Cole presented two (2) estimates; one for pipe bursting in the amount of \$291,032 and one for pipe replacement in the amount of \$299,508. He advised that there are some drawbacks to pipe bursting such as reconnecting services as typically a contractor can only do an average of two (2) a day and there are several in this area. Also, there are some new manholes that need to be installed. The 2 estimates were reviewed and discussed. Cole opined that replacing the line appears to be the better choice. Commissioner Sieg asked if the estimates include road finishing. Cole stated that they do but they would need to negotiate with NHDOT as to their requirements as it is a state road. Commissioner Sieg stated that in reviewing the estimates it does not appear pipe bursting would be worth it as replacing the pipe would ensure we have a brand new pipe; and there is only about an \$8,000 difference between the 2 estimates. Commissioner Mellen asked Cole for a time frame to coordinate and plan this project. Cole stated that they need to survey the area, engineer the design, co-ordinate with NHDOT; therefore, the Commissioners could plan on completing the project next year. Different options for funding the project were discussed. Cole will research what funding options may be available through state funds. Commissioner Mellen asked what the next step would be. Cole stated that he will prepare a scope of work, speak with NHDOT and prepare a design contract for the project for the Commission to review at their next meeting.

A discussion was held regarding points in Underwood Engineers general engineering services contract to be signed that the Commissioners would like addressed. Cole advised the Commissioners that Underwood has agreed to remove the limited liability clause in contract. The second point that the Commissioners asked for clarification on is the Ownership of Instruments of Service as they want to make sure that they have ownership of items that they have paid for. Cole explained that the ownership clause is to cover Underwood in a case where they have designed a project but the client decides not to have them administer the construction of the design. The clause states that no changes can be made to their design without involving Underwood as there may be specific reasons a design is created. He stated that Underwood has provided a couple alternative wordings for the Commissioners to review and choose from. Commissioner Sieg will review the alternative wordings and contact Cole. All agreed.

8:15 pm Janet Byron and Cole Melendy left the meeting.

Penny Griffin advised the Commissioners that she had received the estimate for services from Attorney Michael's office to hold in escrow for the Weatherstone project. The estimate is for \$5,000. The Commissioners reviewed the estimate previously submitted by Underwood Engineer's for engineering services for the Weatherstone project in the amount of \$11,000. Commissioner Wiegelman motioned to request a check in the amount of \$16,000 from Mike Black, applicant for the Weatherstone project; funds to be held in a separate escrow account for costs associated with legal (up to \$5,000) and engineering services (up to \$11,000) related to the Weatherstone project. Commissioner Mellen seconded the motion. All voted in favor. The Commissioners asked Penny to contact Mr. Black to advise him that an application with applicable fees (\$7,500 payable to Hillsborough Water and \$7,500 payable to Hillsborough Sewer) and \$16,000 to be held in escrow would enable the Commission to proceed with processing their application for services.

The Commissioners reviewed a Change of Use application for 2 West Main Street. Included with the application was an email from the applicant providing pertinent square footage of proposed retail spaces and a restaurant space. The Commissioners agreed that they need more information on the proposed restaurant space to determine the amount of capacity the application is requesting. They requested that Penny contact the applicant to acquire the required information to complete the application review at the next meeting.

Paul Dutton advised the Commissioners that he has received pricing to install various new manholes and to raise manholes in areas of town that are scheduled for paving this summer. He advised them that the earliest that the contractor can schedule the work is after July 4th. Paul explained that trying to schedule raising the manholes in areas to be paved close to the time of paving is proving to be difficult and our manholes may stick up for a few weeks until paving is done. Paul stated that he will paint them to enhance visibility.

Paul advised the Commissioners that he is waiting for a quote from Matheson Company to replace a piece of sewer pipe in Hoyt Lane discussed at previous meetings. Hoyt Lane drawings were reviewed and a discussion was held regarding the installation of a manhole where a cleanout was previously installed at 8 Hoyt Lane. The Commissioners asked Paul Dutton to contact the owner of 8 Hoyt Lane to discuss the manhole proposal with him.

Paul Dutton told the Commissioners that the outside lights at the WWTF are scheduled to be replaced on Tuesday.

Commissioner Mellen asked Paul about the hydrant flushing schedule. Paul stated that he and Eric will start hydrant flushing this month. Penny advised that she will be sending public notification postcards out next week. Paul stated that once WSO Plus gets finished replacing gate valves, the hydrant flushing plan should probably be reviewed to include the repaired valves.

Paul informed the Commissioners that he is in the process of scheduling Wes Wixon to repair the gate valves in the chlorine contact tank at the WWTF.

Penny Griffin advised the Commissioners of WSO Plus upcoming schedule for repairs. She informed them that they had originally scheduled Henniker Street repairs for Tuesday, June 14 but in order to have a lesser impact to businesses in the area that will be without water for the day, the project has been rescheduled until Monday, June 20.

The Commissioners reviewed and authorized May 24, 2016, meeting minutes; AP vouchers number 11 for water in the amount of \$27,404.78 and sewer in the amount of \$126,836.14; and time cards.

The Commissioners reviewed and made grammatical changes to the draft Accessibility Fee Evaluation report. The Commissioners asked Penny to forward the corrections to John Jackman of Hoyle, Tanner & Associates and ask him to prepare the final report. They also would like to begin organizing meetings and public hearings to move towards implementing the new accessibility fee structure.

The Commissioners reviewed and discussed seating data each of them collected from existing restaurants in Hillsborough. Commissioner Sieg will input the data for each

restaurant into his chart for the Commissioners to review at their next meeting along with suggested ways to restructure how the number of sewer units is calculated for restaurants to make it more equitable.

Commissioner Mellen suggested that the commission create an ongoing list relating to available sewer capacity. He stated that there are items such as approved changes of use that are not yet discharging, empty buildings, and any approved applications that need to be accounted for in available capacity. All agreed and discussed possible ways to create the ongoing list. Commissioner Wiegelman already maintains a database tracking the five (5) year average of available capacity. Commissioner Sieg will work on creating a list to maintain.

Commissioner Wiegelman stated that he thinks the Commissioners should be planning for a new plant in the future. A discussion was held regarding a new plant being a town wide decision as the cost of a new plant should not be paid for by the users if it is for future development of the town. Commissioner Sieg reiterated what Cole Melendy stated previously in the meeting that you cannot design a plant and put the plans on the shelf for the future as regulations and technology are always changing. Therefore, the plans would end up being obsolete and a waste of funds as the design would need to be redone to meet current regulations. Commissioner Mellen suggested that maybe the town and/or planning department would like to create a committee to investigate what the town would like to do for the future and the Commission would provide any information that they can.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor. Meeting adjourned 9:45 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