

Town of Hillsborough Water & Sewer Commission
July 14, 2016 Meeting Minutes

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

Steve Clifton and Cole Melendy of Underwood Engineers entered the meeting.

Cole advised the Commissioners that he and Steve Clifton had visited the waste water treatment facility (WWTF) today. Paul Dutton stated that NHDES had also visited the WWTF this week for an inspection. A discussion was held regarding the visit. Paul stated that a week earlier NHDES had received a complaint regarding the appearance of the discharge coming from the outfall pipe in the Contoocook River. He stated that NHDES agreed that the sun and shade most likely played a part in the appearance of the discharge and they did not see anything out of the ordinary. Pictures were taken for their files. Paul noted that there was a large snapping turtle and several fish in the area while they were inspecting.

The Commissioners reviewed the letter from Mike Black's attorney with Steve and Cole. Both assured the Commissioners that they have provided development review services for communities and offered to speak with the developer regarding their proposal if the Commissioners wanted them to. The Commissioners advised Mr. Melendy and Mr. Clifton that they met with their attorney and he agreed that it is the right of the Commissioners to review how a development will affect the system and he will be contacting Mr. Black's attorney to review what is needed to move forward. The Commissioners will let Cole know if he will need to contact them.

The revised general engineering services contract from Underwood Engineers was reviewed and discussed. The Commissioners approved and signed the revised general engineering services contract.

Cole Melendy presented the Commissioners with a proposal for the Bridge Street sewer design in the amount of \$31,600. The proposals scope of work was reviewed and discussed. Commissioner Sieg asked if the Commission is being a little preemptive whereas construction wouldn't be until next year. Cole Melendy explained that if construction is planned for next year, now is a good time to start the design phase as there are some items such as the topographic survey and subsurface investigations that cannot be done in the winter. He stated that waiting until the spring to start the design phase would push bidding out until June and that is not a good time as most contractors are bidding and scheduling summer and fall work in the spring. Steve Clifton also stated that NHDOT will need to review the plans and it generally takes them 30 to 60 days. Commissioner Sieg stated that he would like to hold off and discuss it when the full board is in attendance at a future meeting. Commissioner Mellen agreed. The proposal for Bridge Street design is tabled until the next meeting.

A discussion was held regarding what will need to be provided from the Weatherstone developer when they submit their application. Cole stated that what they will need to provide is listed in their proposal. The proposal was reviewed. Commissioner Mellen stated that a copy of Underwood's proposal has already been forwarded to the developer.

A discussion was held regarding the status of the permit for the WWTF. Cole stated that he has spoken with NHDES and they have not seen anything on it yet. Cole stated that in his conversations with NHDES, they explained that the dilution factors have changed which in

turn is making permits more restrictive. Possible new and increased restrictions were discussed. Cole stated that they will be prepared to comment once the permit draft is released for its 30-day public comment period.

Commissioner Mellen asked Steve Clifton's opinion on the comment a few town's people have voiced that "the sewer plant is at the end of its life." Mr. Clifton stated that it is not. He stated that because of the component upgrades, and, constant and continuous maintenance it is not at "the end of its life." Commissioner Sieg stated that some believe it has an expiration date, like milk but it is more like an airplane- upgrade and maintenance will make it last. All agreed. Paul Dutton stated that another big factor is what gets added to the system and what their discharge would be; the chemistry of what comes into the plant is important. Commissioner Sieg stated that another factor is rule/regulation changes.

A discussion was held regarding water gates on Center Road that were paved over by the NHDOT paving project. Paul explained to the Commissioners that he had been told by Brox Paving, NHDOT's contractor, that paving was supposed to happen on Monday, July 11. He stated that when he went up there first thing in the morning to raise the water gates, the paving had already been completed and they just paved over them. A discussion was held regarding the best way to handle the situation. Paul Dutton suggested leaving them paved over and updating the tie measurers for future reference as the risers will not stay in if they dig them up now to raise them and have Brox hand pave around them. All agreed to leave them until access is needed.

Paul Dutton advised the Commissioners that there are 2 curb stops on Hoyt Lane that need to be moved out of the roadway before the Town Highway department paves it. A discussion was held regarding the relocation of the curb stops. The Commissioners asked Penny to contact Joe Damour of WSO+ to request he schedule to move the curb stops as soon as possible in preparation for the Town paving project.

A discussion was held regarding the broken hydrant at Maine Auto. Commissioner Mellen stated he believed the hydrant is a private hydrant belonging to Maine Auto and they will need to have it repaired. All agreed.

Paul updated the Commissioners on the status of the hydrant flushing project. He stated that it is taking quite a bit of time but is moving along. He also stated that he believes next year Eric Edwards will be able to do it himself.

The Commissioners reviewed a Change of Use application for 2 West Main Street. The property currently only has one (1) sewer unit available to it as the previous owner in 2003 surrendered the other five (5) units previously charged. The current owner is applying for an additional 3,000 gallons per day (gpd) discharge – 4 more apartments, 3 retail/dry goods spaces and 1 40 seat restaurant. Commissioner Sieg motioned to approve the Change of Use application as submitted with the condition that the proposed discharge must begin within 1 year of the approval date. Commissioner Mellen seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the June 9th and 28th, 2016 meeting minutes, AP vouchers number 13 for water in the amount of \$26,083.37 and sewer in the amount of \$64,011.17; and, time cards.

A discussion was held regarding the bill from WSO+, Inc. for the Henniker/Cross Street valve repair project. Commissioner Sieg will contact Joe Damour to discuss the charge for flaggers for the project.

A discussion was held regarding the omission of the requirement that a public hearing be held prior to modifying or amending the sewer ordinance. A public hearing is required for any change to the water ordinance, but is not required for sewer changes. Commissioner Mellen will contact the commission's attorney to discuss the proper wording and have it ready for the next meeting.

The Commissioners discussed the schedule of upcoming meetings. Commissioner Mellen motioned to cancel the regularly scheduled meeting on Tuesday, August 23, 2016, and to reschedule it for Thursday, August 25, 2016 at 6pm. Commissioner Sieg seconded the motion. All voted in favor.

The Commissioners discussed their proposed meeting for Thursday, July 28 at 6 pm at the fire station. Penny Griffin stated that she has been able to secure the fire station conference room for the meeting. The Commissioners agreed that at this meeting John Jackman of Hoyle, Tanner and Associates, will present the accessibility fee evaluation report. The Commissioners will invite the Selectmen, the Economic Development Committee and the Planning Board to attend. Following Jackman's presentation, the Commissioners hope to receive input from the invitees on whether the fee should be implemented in its entirety or at a percentage, and if so, what that percentage should be.

Commissioner Mellen will prepare an invitation email to be sent to the Selectmen, the Economic Development Committee and the Planning Board.

Commissioner Mellen motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor. Meeting adjourned 9:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes

Approved by: Date:

Peter Mellen, Chairman

Chris Sieg
Water and Sewer Commissioners
Town of Hillsborough