

Town of Hillsborough Water & Sewer Commission
July 26, 2016 Meeting Minutes

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

Attorney Jim Callahan, Wayne Morrill, Mike Black, Attorney Greg Michael, Dennis Robert Jr. and John Segedy entered the meeting.

Attorney Jim Callahan began the meeting with the question "What do we need to do for a complete application?" Commissioner Mellen stated that a completed Request for Service Application with applicable fees (a check in the amount of \$7,500 to the Water Commission and a check in the amount of \$7,500 to the Sewer Commission), a complete set of plans and a check in the amount of \$16,000 for an escrow account for engineering review and possible legal costs. Wayne Morrill handed an application to Commissioner Mellen. Commissioner Mellen looked over the application. He noted that in the "comments section of the application the applicant had written "Proposed Weatherstone Crossing development"; he returned the application to Mr. Morrill and asked for a clearer description as it was the boards understanding that the application was only for the first building and not the whole development which could be misinterpreted the way it is written. Cole Melendy reviewed the scope of work for engineering that Underwood has prepared. Wayne Morrill asked if it was to review the infrastructure for the whole development. Mr. Black stated that at this time the plans are "fluid" and could possibly need to be changed. A discussion was held regarding the best way to proceed with the application and how future changes to the plans (if needed) would be handled. All agreed that each building would require a separate permit application and fees. The plans submitted for review with the original permit application for building 1, however, would need to include all components to serve the entire proposed development as well as the total requested sewer discharge capacity. Cole Melendy explained what the review would entail and explained the importance of the water distribution system impact and the wastewater collection system impact evaluation part of the review. Attorney Michael stated that Underwood and the Commission can only review what is given to them at the time of application. He asked if they could come up with a total amount of sewer discharge capacity to request by using proposed buildings to estimate. Mr. Morrill stated that he believes they could. Attorney Michael stated that if changes need to be made to the plans after they have been reviewed and approved by the Commissioners' and NHDES, the changes would have to be submitted for review by both entities at the cost of the developer as they would be outside the scope of the original review. Attorney Callahan asked Cole if Underwood could come up with a cost to review future buildings or changes. Cole explained that he would discuss it with his firm but cautioned that not knowing what kinds of changes might happen could make it difficult. A time frame to review the application once submitted was discussed. The Commissioners stated that as soon as they receive a complete application they will forward it to Underwood Engineers to begin their review. Cole Melendy stated that the engineering review could take 2 to 3 weeks. He stated that during that time he will be in close contact with the developments engineers to discuss anything that may need addressing and when they are completed (in the 2 to 3 week time period) Underwood will produce a letter to the developer with their findings. At that point, if there are items that need to be dealt with the developer will need to address

Leon Nelson and Mr. Segedy left the meeting.

7:20 pm Commissioner Wiegelman motioned to adjourn the meeting to meet with their Attorney. Commissioner Sieg seconded the motion. All voted in favor.

7:50 pm Commissioner Wiegelman motioned to re-opened the meeting. Commissioner Sieg seconded the motion. All voted in favor.

To bring the process of modifying or adding to the provisions of the sewer ordinance into agreement with those required for modifications or additions to the water ordinance, Commissioner Mellen motioned to amend Section 181-2 of the Town Code to read as follows:

A. Except as otherwise provided herein, the Hillsborough Water & Sewer Commission shall administer, implement and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the HW&SC may be delegated by the HW&SC to other personnel.

B. The Hillsborough Water & Sewer Commission may modify or amend these rules and regulations or make additional rules or regulations relating to the use of the municipal sewer system of the Town of Hillsborough it may deem expedient, provided, nevertheless, that any modification or additional rules or regulations shall not become effective unless there shall have been held a public hearing with due notice thereof not less than 15 days prior to the public hearing and notice of the proposed rules shall be published in a newspaper of general circulation in the Town of Hillsborough prior to the proposed effective date.

Commissioner Sieg seconded the motion. All voted in favor.

Penny advised the Commissioners that one of the blowers at the wastewater treatment facility is no longer working. She advised that Paul is working with the manufacturer to schedule a technician to come inspect the unit and arrange for repair. A discussion was held regarding the importance of getting the unit repaired. Penny and Paul will keep the Commissioners informed.

A discussion was held regarding a bill from WSO+ for the Henniker Street/Cross Street valve repair project. Commissioner Sieg stated that he had spoken with Pricilla in the WSO+ office to explain the question of the charging for flaggers for the job. An adjustment to the bill was emailed to the Penny Griffin; however, Commissioner Sieg would like to discuss the adjustment with Joe of WSO+. The Commissioners agreed to have Commissioner Sieg continue following up on the issue.

Commissioner Wiegelman made a motion to sign the Underwood Engineers ESR #2 regarding Weatherstone Crossing Water and Sewer Site Plan Review Engineering Services and hold on to it to be submitted to Underwood Engineers upon receipt and acceptance of a complete application (application, plans, permit fees and escrow account funds) from Mike Black. Commissioner Mellen seconded the motion. All voted in favor.

The Commissioners reviewed and discussed the Underwood Engineers ESR #3 regarding Bridge Street Sewer Design. Commissioner Sieg motioned to sign the Authorization to Proceed for ESR #3 as presented. Commissioner Wiegelman seconded the motion. Sieg – yes, Wiegelman – yes, Mellen – abstained. The Commissioners signed ESR #3.

The Commissioners discussed the agenda for Thursday, July 28th Accessibility Fee Evaluation meeting. All agreed that it is important to let Mr. Jackman of Hoyle, Tanner & Associates make his complete presentation before allowing questions and comments. The Commissioners discussed the inspection of the infrastructure for the Weatherstone Crossing project during construction. A discussion was held regarding what type of oversight would be needed. The Commissioners agreed to speak with Underwood Engineers for their input as they would be the ones providing the inspection services.

The Commissioners reviewed and authorized the July 14, 2016 meeting minutes, AP vouchers number 14 for water in the amount of \$3,257.44 and sewer in the amount of \$22,074.66; and, time cards.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motioned. 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