

Town of Hillsborough Water & Sewer Commission
August 25, 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.

Commissioner Mellen made a motion to enter into a non-public session to discuss a legal advice under RSA 91-A:3 II (I). Commissioner Sieg seconded the motion. The Board voted all in favor.

Commissioner Wiegelman made a motion to return to a public session. Commissioner Mellen seconded the motion. All voted in favor. 7:00 p.m. The Board returned to a public session.

Commissioner Wiegelman motioned to seal the minutes of the nonpublic session. Commissioner Sieg seconded the motion. All voted in favor.

Commissioner Sieg presented his report on the available capacity of the wastewater facility. The Commissioners reviewed and discussed the reports. All agreed that the report will be a helpful tool in estimating the available capacity. Commissioner Sieg cautioned that weather, empty Commercial and empty homes are constantly changing and can affect the “available capacity” number. All agreed. Commissioner Sieg will send a copy of his report to Michael Pon at the Villager newspaper per his request.

Commissioner Sieg discussed an upcoming Cross Connection Surveyor Training and Certification course that he is interested in attending. The Commissioners discussed the benefits of having Commissioner Sieg attend the class and agreed that the knowledge obtained from the class will be helpful in determining the types of backflows required for properties to protect the drinking water system. Commissioner Wiegelman made a motion for Commissioner Sieg to attend the Cross Connection Surveyor Training and Certification course on October 11 – 13. Commissioner Mellen seconded the motion. Commissioners Mellen and Wiegelman voted yes and Commissioner Sieg abstained. Motion passed. Penny Griffin will sign Commissioner up for the course.

Penny Griffin advised the Commissioners that Joe Damour of WSO+ had contacted her earlier that day in reference to obtaining water from the water system to be trucked to Emerald Lake water system as they are low on water. The Commissioners reviewed an agreement from 2005 between Hillsborough Water and Sewer and Emerald Lake Village District regarding this issue. They noted that the agreement is still in place but should be updated as it references an employee to oversee the water withdrawal who is no longer an authorized representative of the Water and Sewer Commission. Penny Griffin will contact Joe Damour with this information.

The Commissioners continued discussions on the process of hiring a water operator. They asked Penny Griffin to research the average salary of water operators in New Hampshire.

Commissioner Mellen signed a letter to NHDES regarding their request for an updated Quality Assurance Manual (QAM) at a recent inspection of the wastewater treatment facility (WWTF). The letter requests an extension to file the update until ninety (90) days after issuance of the anticipated updated NPDES permit for the WWTF. The reason for the extension request is that the Commission believes that the updated WWTF NPDES permit may contain changes that will need to be reflected in the QAM.

The Commissioners reviewed and authorized the August 11, 2016 meeting minutes, AP vouchers number 16 for water in the amount of \$9,662.32 and sewer in the amount of \$19,841.41; and, time cards.

The Commissioners discussed presenting the draft Weatherstone development agreement information to Laura Buono, Robyn Payson and a selectman. All agreed that Commissioner Mellen will take the information to Ms. Buono, Ms. Payson and selectman to review before returning it to Attorney Michael.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor. Meeting adjourned 8:30 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