

**Town of Hillsborough Water & Sewer Commission**  
**September 27, 2016 Meeting Minutes**

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

The Commissioners discussed with Cody Boisvert the plan to remove the loaned Flexim flow meter from the system at the water plant. The Commissioners discussed the offer from Brad Selmon of M.A. Selmon Co. Inc. to purchase the loaned unit. All agreed that they are not interested in purchasing the unit and will continue with removing it for Mr. Selmon to return. Cody will contact Commissioner Sieg to coordinate a date for them to remove the loaned flow meter and install the GE meter purchased to replace the defective flow meter. Commissioner Sieg suggested that purchasing another GE flow meter to have as a back-up. The Commissioners agreed to discuss it when preparing the budget.

Cody stated that he has not heard from Atlantium in regards to scheduling a visit for maintenance as outlined in the maintenance contract. All agreed that at this time the system is running well and will hold off on contacting them to schedule maintenance at this time.

6:15 pm Mike Black and Chris Albert entered the meeting. Mr. Albert presented the Commissioners with 5 sets of plans for the Weatherstone project for review. Mr. Black submitted an application for building one with applicable fees and a check in the amount of \$16,000 for an escrow account for engineering and legal expenses the Commission may incur in review of the project. The Commissioners reviewed submitted documents and the developer agreement. Commissioner Sieg noted that the details page of the plans was missing from each of the copies of the plans submitted. Commissioner Mellen noted that the application needed to state that it was for building 1 – proposed retail 158,583 s.f. building instead of the “proposed Weatherstone Crossing development as written on the application as the application is only for building 1 and not the entire development. The note was made on the application. Mr. Black also presented an application to NHDES for review of the same project and asked that the Commissioners sign it. The Commissioners agreed that they could not sign it as signing it states that “The municipal sewage collection system and wastewater treatment facilities have been demonstrated, pursuant to Env-Wq 703.02(c), to have adequate processing capability for the proposed added hydraulic flow and organic flow at the time of connection. The proposed sewer connection and/or sewerage design meet with the approval of the local jurisdictional authority” and they cannot verify that information as the engineering review has not been completed. It was also noted that when the NHDES application is submitted it will need to be for the full amount of capacity requested for the project of 22,730 gpd as opposed to the capacity for only building 1. Commissioner Wiegelman motioned to enter into the Development Agreement as presented. Commissioner Mellen seconded the motion. Commissioners Mellen and Wiegelman voted in favor and Commissioner Sieg abstained. The Commissioners and Mr. Black signed the Development Agreement. Mr. Black stated that they would correct the plans and resubmit them. Mr. Black and Mr. Albert left the meeting.

Commissioner Wiegelman made a motion to enter a non-public session under RSA 91-A:3 II b: (b) The hiring of any person as a public employee. Commissioner Sieg seconded the motion. All agreed. 7:10 p.m. The Board entered a non-public session.

7:30 p.m. Commissioner Mellen motioned to exit non-public session. Commissioner Sieg seconded the motion. All voted all in favor.

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

The Commissioners reviewed the draft letter to go to all property owners with restaurants on their properties notifying them of proposed restaurant sewer fee ordinance revision and upcoming public hearing for the ordinance change. The proposed change to the ordinance will read:

*§181-51 A. (4) Restaurants, taverns, bars, grills, lodges, stores, fraternal, charitable and religious organizations which maintain facilities for the preparation of food and/or beverages and/or the serving of food and/or beverages shall be charged at the rate of three units plus, in the event that said food and beverage facilities are in use five days per week or more, a charge of one unit for each 15 seating spaces, or major fraction thereof.*

The Commissioners agreed to hold the public hearing on the proposed ordinance change on Tuesday, October 25, 2016, at 6pm with their regular scheduled meeting to follow. Penny Griffin will mail the letters and post the hearing as required.

The Commissioners reviewed and authorized the September 9, 2016 meeting minutes, AP vouchers number 18 for water in the amount of \$66,451.15 and sewer in the amount of \$20,149.29; time cards, and sewer abatement S2016-3A in the amount of \$180.00 for 3 Heniker Street.

The Commissioners discussed marking of the water lines on Bridge Street in preparation for the borings that need to be done as part of the upcoming Bridge Street sewer main replacement project. The Commissioners agreed to hire Tri State Backflow to mark the lines.

Commissioner Mellen reported that he has spoken with Bill Goss informing him of the proposed sewer main replacement project of Bridge Street. Mr. Goss told Commissioner Mellen that he does not intend on doing work to the retaining wall on Bridge Street this year. The Commissioners agreed that it would be a good idea for Cole Melendy of Underwood Engineers to contact Bill Goss regarding the project to keep him informed.

The Commissioners discussed the proposed accessibility fee structure and rate they deem appropriate to implement it at. No decisions were made. They will continue discussions a a future meeting.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motioned. All voted in favor. Meeting adjourned 8:00 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