

**Hillsborough NH Water and Sewer Commissioners  
December 10, 2015 Meeting Minutes**

The meeting was called to order at 6:00 pm.

Present: Commissioners Peter Mellen, Chris Sieg, and Herm Wiegelman; Paul Dutton – WWTF Operator; Joe Damour – WSO Plus; and, Penny Griffin, Administrator.

The Commissioners discussed the water and sewer accessibility fees. No changes were made to existing fees.

Paul Dutton advised the Commissioners that Eric Edwards took his WWTF Grade 1 Operators test on Wednesday. He should receive the results in about a month. Once he has passed the exam he will need one (1) year's operator training before he will get his Grade 1 Operators license.

Paul informed the Commissioners that he has lowered water gates in Butler Park but there is one (1) more that should be adjusted but he could not do it without possibly breaking the bricks around it. Joe Damour will look at it.

6:15 pm Mike Black and Wayne Morrill

A discussion was held regarding a large amount of grease entering the Bear Hill pump station. Paul suggested that letters be sent to the twelve (12) home owners whose properties are served by that pump station advising them of the grease issues. Paul stated that we have done this in the past and the amount of grease substantially decreased.

Paul Dutton discussed items that he would like to see budgeted for next year. He stated that there are two (2) streets that have sewer mains that need work. Ted Berry Company has submitted a proposal to line the sewer main in Henniker Street for the amount of \$80,000; and a proposal to line Depot and Preston Street sewer main for the amount of \$54,000. A discussion was held regarding these items. Paul also noted that there repairs that need to be done to the West Main pump station.

Paul also stated that there are 9 manholes that will need to be raised and paved in areas that the highway department and NHDOT will be paving next year.

Paul Dutton informed the Commissioners that the owner of 86 West Main Street has had a contractor there this week to repair the sewer service line. He explained that once the blockage was removed, the contractor found that the service line pipe is crushed where it enters the main. Paul stated that there is a lot of inflow and infiltration (I/I) entering the broken pipe as it is a very wet area. Paul stated that as the service pipe is 14 feet down where it enters the main and pipes don't move that are that deep in the ground, he believes that the service line was probably crushed at installation. The Commissioners will continue discussion on this matter later in the meeting.

6:45 pm Paul Dutton left the meeting.

Wayne Morrill of Weatherstone Crossing told the Commissioners that they were at the meeting tonight to discuss the accessibility permit fees for their proposed project. Commissioner Mellen gave a brief history of the accessibility fees. A discussion was held regarding the proposed project and what types of businesses are expected. Mr. Black

stated that they have historical data of what each type of business will have. The Commissioners requested that they forward their information to them for review. The group discussed the proposed connections, when accessibility fees would be paid, and how services would be billed for the property. The Commissioners informed Mr. Black and Mr. Morrill that a full set of plans will need to accompany their application for service which will need to be reviewed by the Commissioners engineer at Weatherstone's expense. Once the plans have been approved by the Commissioners it will need to be submitted to NHDES for their review and approval. Mr. Black and Mr. Morrill stated that they would send the historical data for the Commissioners to review. The Commissioners agreed to review the information and continue the discussion at the next meeting.

8 pm Mr. Black and Mr. Morrill left the meeting.

The Commissioners discussed with Joe Damour what requirements would need to be on the Weatherstone project plans regarding the water hook up. All agreed that there will need to be a heated structure to house the meter and backflow. Also, hydrants and the maintenance of the hydrants will need to be addressed prior to connection. Joe Damour will send an email to the Commissioners regarding items that will need to be addressed.

Joe stated that the water plant is running well. He does need to have a company come in and make adjustments to the SCADA program for him. Mr. Damour advised the Commissioners that he has ordered two (2) chemical feed pumps.

8:30 pm Joe Damour left the meeting.

The Commissioners discussed a service contract they had purchased from EII, Inc. in 2014 for work to be done at the wastewater treatment plant. To date the work has not been done. The Commissioners asked Penny to contact EII, Inc. to inquire about having the money returned.

The Commissioners reviewed and authorized past meeting minutes, AP vouchers, Pay Request 3 for the Butler Street sewer main replacement project, abatement for 35 Harvey Way, and time cards.

The Commissioners reviewed a Right to Know request from Jim Coffey. He is requesting reports on all accounts to include their water usage and number of sewer units billed each quarter of 2015. A discussion was held regarding customers privacy. Commissioner Wiegelman motioned to not provide the requested information to Mr. Coffey due to privacy issues. Commissioner Sieg amended the motion to not provide the requested information to Mr. Coffey until the Commission receives legal advice on the request. Commissioner Mellen seconded the amended motion. All voted in favor. The Commissioners asked Penny to notify Mr. Coffey that they will be taking his request under advisement and to forward Mr. Coffey's request to legal counsel for a legal opinion.

The Commissioners resumed an earlier discussion regarding 86 West Main Street's crushed sewer service line. All agreed with Paul Dutton's opinion that the service may have been crushed at installation as it is very unlikely that anything could have crushed it 14 feet below ground. They also noted that there is significant I/I entering the sewer system and possible sewage exiting from the property. Due to these circumstances, Commissioner Mellen motioned to request that Mathewson Company, the contractor who has been working with the homeowner, submit an estimate with a time frame to repair the

crushed section of pipe to the Commission so they can have it repaired as quickly as possible. Commissioner Wiegelman seconded the motion. All voted in favor.

The Commissioners revisited the discussion regarding accessibility fees. Commissioner Mellen motioned to accept the Hoyle, Tanner and Associates proposal to figure the accessibility fees. There was no second. Both Commissioners Wiegelman and Sieg stated that they would like to ask Mike Trainque of Hoyle, Tanner some questions regarding the proposal before coming to a decision. Commissioner Mellen withdrew his motion. All Commissioners agreed to have Mr. Trainque attend the December 22 meeting at 6pm to answer any questions the Commissioners may have.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted all in favor.

Meeting adjourned at 10:15 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by: Date:

Peter Mellen, Chairman

Herman Wiegelman

Chris Sieg  
Water and Sewer Commissioners  
Town of Hillsborough