

**Hillsborough NH Water and Sewer Commissioners
December 22, 2015 Meeting Minutes**

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

Present: Commissioners Peter Mellen, Chris Sieg, and Herm Wiegelman; and, Penny Griffin, Administrator.

The Commissioners discussed the water and sewer accessibility fees.

6:15 pm Mike Trainque of Hoyle, Tanner and Associates arrived at the meeting.

Commissioner Mellen gave a brief history of the accessibility fees to Mr. Trainque. The Commissioners asked Mr. Trainque to explain the process and what the final product would look like if the Commissioners authorized Hoyle, Tanner and Associates proposal to evaluate the accessibility fees. Mike went over the proposal with the Commissioners. Discussions were held regarding different points of the proposal. Commissioner Sieg asked what the final report would tell the Commissioners and would they easily be able to apply it to any application that came in. Mr. Trainque stated that the final report would give the dollar amount to charge per gallon per day of estimated flow for the specific use proposed as listed in Table 1008-1, Unit Design Flow Figures in Section Env-Wq 1008.03 (c) and (d). A discussion was held comparing the proposal to the current process of calculating accessibility fees. Commissioner Mellen asked Mr. Trainque how long it would take his firm to complete the evaluation. Mr. Trainque stated that it depends on how quickly they can collect necessary information and suspects it could take as little as 30 days to the 90 days as stated in the proposal. The Commissioners told Mike Trainque that they would need to discuss it further amongst them and would get back to him with their decision.

Mike Trainque stated that the Butler Street project is complete. Mr. Mellen asked about a complaint that had been received regarding a "bump" in the sidewalk on Butler Street. Mike stated that they have reviewed pictures before and after the project and also gone out to look at the spot and Hoyle, Tanner and Associates does not believe that the "bump" is a result of the project. The Commissioners agreed.

Commissioner Mellen asked Mr. Trainque if his firm reviews plans of projects and provides inspectors for construction oversight. Mike states that they do this type of work and invited the Commissioners to contact them when they have such projects.

7:20 pm Mike Trainque left the meeting.

The Commissioners discussed items that need to be addressed when new constructions of large developments are submitted. The Commissioners agreed that an escrow account will need to be opened for each project in which the funds for engineer plan reviews, legal fees, and incidental costs would be held.

A discussion was held regarding the application process for large new construction applications. The Commissioners discussed the possibility of an application fee to be submitted at the time of application with the balance of the accessibility fee being due in full at the time the building permit is issued for the building. The Commissioners agreed that this would be something they would have to address on an per application basis as most applications that come in would be applying for their building permit simultaneously.

The Commissioners discussed the existing accessibility fee process versus the proposal from Hoyle, Tanner and Associates. Commissioner Mellen stated that in his opinion the information that Hoyle, Tanner, and Associates will provide regarding how the gallon per day figure is reached would be good information to have. Commissioner Sieg stated that he agrees however, the dollar figure per gallon is not the item that has been questioned; it has been the estimated design flow for a specific

use as listed in Table 1008-1, Unit Design Flow Figures in Section Env-Wq 1008.03 (c) and (d). Commissioner Sieg stated that while the Commissioners acknowledge that the flows on the chart may be conservative it is still equitable across the board. All agreed.

The Commissioners reviewed an email from the Weatherstone project regarding history of usage at a proposed use of a building as opposed to using the estimated flow from the Table 1008-1, Unit Design Flow Figures in Section Env-Wq 1008.03 (c) and (d). A discussion was held regarding how to take that into account. The Commissioners agreed that in order to keep it equitable for all applications, they will need to continue to use the estimated flows on Table 1008-1, Unit Design Flow Figures in Section Env-Wq 1008.03 (c) and (d). Commissioner Wiegelman will draft a response to Weatherstone regarding their application and the accessibility fees for it.

The Commissioners reviewed the legal opinion received regarding the Right to Know request submitted by Jim Coffey. The Commissioners authorized Penny Griffin to supply Mr. Coffey with the reports requested.

The Commissioners reviewed and authorized past meeting minutes, AP vouchers, and time cards.

A Change of Occupancy application for 118 West Main Street was reviewed by the Commissioners. Commissioner Wiegelman motioned to approve the application. Commissioner Sieg seconded the motion. All voted in favor. Conditions noted on the application are that a RPZ backflow and an amalgam separator must be installed, inspected and tested prior to a certificate of occupancy being issued.

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

Meeting adjourned at 9:00 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