

**Hillsborough NH Water and Sewer Commissioners
August 8, 2013 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Peter Mellen and Herm Wiegelman; Paul Dutton, WWTF Operator; and Penny Griffin, Administrator.

A discussion was held regarding high water usage found at 20 Old Henniker Road unit 16 during meter readings. Paul Dutton explained that he went to help them find out what the issue was and it was found that somehow the area between the back flow and the shut off on the meter system had loosened and was leaking. Paul stated that the meter is in a meter pit and it was sufficiently protected by the customer. Also, there was no sign that it had been tampered with. Commissioner Parker motioned to average the properties water usage using the last 4 quarters and adjust their bill as the high usage was due to a part of the metering system that is the responsibility of the Water Commission. Commissioner Wiegelman seconded the motion. All voted in favor.

A site plan review for 74-80 Henniker Street was discussed. The two properties are being combined, both existing buildings are being removed and one new building is being built. They intend to use the existing sewer and water hookups from 74 Henniker Street and removing the ones existing at 80 Henniker Street. Commissioner Wiegelman motioned to have the contractor remove the existing lines serving 80 Henniker Street back to the main in the street and cap it. Commissioner Parker seconded the motion. Commissioner Mellen abstained from voting due to conflict of interest.

Paul Dutton updated the Commissioners on the new screw pumps. He stated that there are a couple of items that need to be worked out with the manufacturer. He is working with them on fixing the paint on the screw pumps and an issue with the VFD's. Paul also suggested that the Commission does not accept the manufacturer's offer of a partial refund due to the fact that back stops are not installed on the new screw pumps as they were on the originals. The Commissioners agreed that the manufacturer needs to fulfill their proposal to replace the old screw pumps in kind and the originals had back stops on them to prevent them from spinning backwards in the event of a power outage. Paul will contact Siemens, the manufacturer, and advise them of the Commissioners expectations.

Paul Dutton discussed with the Commissioners his concerns with the new chemical system at the WWTF. The Commissioners agreed to discuss his concerns with Rene LaBranche when he arrives at the meeting. The Commissioners also agreed to have Rene LaBranche follow up with the NHDES on the status of our permit application with the request of increased daily discharge to 600,000.

Paul Dutton advised the Commissioners that the Ted Berry Company will be in town next week to begin the cleaning and tving of sewer lines.

Paul stated that he has received a quote to have the manhole on School Street repaired and manholes installed where there are only peeps in order to be able to have those lines cleaned and inspected. He will be working with Eastern Pipe Service to have this work completed.

6:45 pm Rene LaBranche and Steve Calabro of Stantec arrived at the meeting.

Rene LaBranche and Steve Calabro offered their explanation of the chemical feed issues at the WWTF. The suggested that lagoon 3 is nitrifying; Paul Dutton stated that he does not agree. It was agreed that Stantec will arrange to have testing done to make the nitrification determination. Commissioner Parker advised Rene that the Commissioners would like him to follow up on the status of their permit application with NHDES and the status of their request to increase the daily discharge allowance to 600,000. Rene stated that he would follow up and the last time he checked, about two months ago, it was in process. Commissioner Wiegelman asked Rene for a timetable to prove the new chemical system. Rene stated he will try to get a meeting with Wes Ripple of NHDES as soon as possible. Commissioner Wiegelman voiced his concern that last year at this time we were at the same place we are now with no progress. Rene stated that Stantec is doing what they can and not holding back. He stated that it has been a long learning process and ensured they will continue to work to resolve the issues.

7:30 Rene LaBranche and Steve Calabro left the meeting.

Paul Dutton advised the Commissioners that a tree has fallen on the fence at the reservoir and it is too big for him and Mike to take care of on their own. Commissioner Mellen will email Paul contact information for contractors who deal with this type of work and Paul will contact them for quotes.

The proposed Bridge Street pipe burst project was discussed. Commissioner Mellen reported that he has spoken with NHDOT for their input of the project. He stated that NHDOT believes that patches of the pavement for the areas opened would probably be sufficient and that closing the section of road being worked on for the 3 days would be suggested. They would request that press releases of the road closure be done. The Commissioners would need to meet with NHDOT again when final details are being made. Paul Dutton stated that Shawn Ready of the Ted Berry Company will attend a meeting to discuss details.

A brief discussion was held regarding the status of the backflow installation for Butler Park. All agreed that a meeting needs to be scheduled for all parties involved to make the best plan of action. Commissioner Mellen will try to contact all the necessary people to schedule a meeting.

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

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

Meeting was adjourned at 8:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Douglas Parker, Chairman

Peter Mellen

Herm Wiegelman
Water and Sewer Commissioners
Town of Hillsborough