

**Hillsborough NH Water and Sewer Commissioners  
November 14, 2013 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Peter Mellen and Herm Wiegelman; Paul Dutton, Waste Water Treatment Facility (WWTF) Operator; Keith Gilbert, Water Systems Operators; and, Penny Griffin, Administrator.

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

The Commissioners and Paul Dutton discussed the status of the chemical feed issue and that no progress has been made by Stantec. It was also discussed that the magnesium hydroxide will be gone within a couple weeks.

The Commissioners reviewed a request to add an apartment at 40 Henniker Street. Commissioner Wiegelman motioned to approve the requested increase and to forward the application to NHDES for their approval. Commissioner Mellen seconded the motion. All agreed.

6:30 pm Pret Tuthill of Keymont Construction; Dave Edson of Hoyle, Tanner and Associates; and, Keith Gilbert of Water Systems Operators arrived at the meeting.

Dave Edson stated that he has asked Pret to attend the meeting as his company was the low bidder for the water treatment plant project. A discussion was held regarding past projects Keymont Construction had done for the Town of Hillsborough. A general discussion was had regarding the project and what is expected by all parties. Commissioner Wiegelman asked Dave Edson status of the validation of the UV systems. Dave stated that the testing was completed today and results should be available by the end of the month. Dave Edson presented the Commissioners with a letter recommending awarding the project to Keymont Construction.

6:55 pm Commissioner Mellen left the meeting for another appointment.

A brief discussion was held regarding the analyzers that are currently specified for the project. Dave Edson will collect more data and forward all information to the Commissioners so they can decide if they may want to consider another type

Commissioner Wiegelman motioned to award the Chloramines/UV project to Keymont Construction as they were the low bidder. Commissioner Parker seconded the motion. All voted in favor. A Notice of Award letter was signed by the Commissioners

A pre-construction meeting was scheduled for Wednesday, December 4 at 1pm.

7:40 Pret left the meeting.

A discussion was held regarding education of the community prior to the system

going on line. A press release and q & a sheet were discussed.

Upcoming holiday meeting schedule was discussed. The Commissioners agreed to cancel the November 26th and the December 24<sup>th</sup> meetings.

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

Meeting was adjourned at 8:00 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