

**Hillsborough NH Water and Sewer Commissioners  
February 28, 2012 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Peter Mellen and Herm Wiegelman; Keith Gilbert-Water Systems Operators, Dave Edson-Hoyle, Tanner & Associates; and Penny Griffin, Administrator.

Commissioner Mellen suggested that it is time to go out and look at each cross county sewer easement to determine what needs clearing this year so a bid for services can be put out. Commissioner Parker agreed. A tentative schedule for them to meet was set for Saturday, March 3, depending on weather.

Commissioner Wiegelman stated that he was less than encouraged by the results of the GAC pilot testing. All Commissioners agreed. Commissioner Mellen stated that it was a good thing they had gone through with the pilot testing.

Commissioner Wiegelman stated that he had been tracking the 5 year rolling average for waste water treatment capacity and it appears that it is 404,000 gpd. He stated that he spoke with Sharon Nall of NHDES to discuss this and she has suggested that they look at revising the moratorium. She also reaffirmed that all applications for discharge must be submitted to NHDES for review as we are still over 80% capacity. The Commissioners agreed that they will look into the status at upcoming meetings. Commissioner Wiegelman stated that new business is beginning to look at coming to Hillsborough and we don't want to turn them away.

Commissioner Parker stated that he would like to discuss the waste water treatment facility project. An email from Rene LaBranche of Stantec, outlining the status, was reviewed. Commissioner Wiegelman motioned to authorize the check request to be submitted to the Selectmen to have the check cut but to have the check given back to Penny Griffin, Water & Sewer Administrator, to hold on to until all work has been completed to the Commissions satisfaction. Commissioner Mellen seconded the motion. All voted in favor.

6:30 pm Cynthia Klevens and Dan Dudley of NHDES, and Dave Edson of Hoyle, Tanner & Associates entered the meeting.

A discussion was held regarding the disappointing results of the GAC pilot testing. Dave Edson stated that his goal for tonight was to get as close to making a final decision to a plan of action as possible. He distributed copies of pilot testing data to date. All agreed to hold this discussion until Keith Gilbert arrived as he should be a part of the conversations.

Cynthia Klevens suggested they discuss the updated information on SRF loans. Dan Dudley advised that he has received the Commissions pre-application. He advised that the deadline for all pre-applications is Friday, March 2, 2012. On March 21, 2012, NHDES will meet to compile a draft list of projects from the pre-applications. He advised that a completed application to EPA would be due by March 31, 2012, and would take a couple of months to process with expected award date of July 1, 2012. He

reiterated that they could start incurring costs to be covered by that loan on March 21 if approved at Town meeting. Commissioner Parker asked if the percentage of forgiveness had been set yet. Dan stated that it had not but he expects Hillsborough to be on the higher side of the percentage for forgiveness. A discussion was held as to the process NHDES goes through to rank projects. Cynthia Klevens suggested that the Commissioners submit a second pre-application for "worst case scenarios" in resolving the DBP issue in order to not have to wait until application time next year if they needed to.

6:50 pm Keith Gilbert, of Water Systems Operators, entered the meeting.

The pilot testing data discussion was resumed. Dave stated that seasonality appears to be quite a significant factor in TOC removal. Dave discussed the fact that, according to the pilot testing data, the GAC would need to be changed out much more often than originally thought which drives the annual cost of operating significantly higher. Updated cost analysis of GAC vs. chloramination was reviewed. Commissioner Wiegelman asked if we had enough information to guarantee that chloramines will work. Dave Edson stated that he would like to re-run the tests to confirm. Commissioner Wiegelman asked how long it would take to confirm chloramines. Dave Edson stated that we should have results prior to town meeting. Dave advised that there really is no other option utilizing the existing plant. The Commissioners agreed to have Dave schedule the tests to confirm chloramines. A discussion was held as to the project description on the pre-application submitted to NHDES. Dave Edson will email a rewording of the job description to Dan Dudley tomorrow to replace the existing wording.

Commissioner Parker asked Dan Dudley if he could assist the Commissioners on finding out where the Bible Hill project funding stood. Commissioner Parker explained that he had left several messages with Rick Skarinka of NHDES for assistance as the contractor and engineer seem to have walked away from the project and no one returns any calls. He also explained that there were unspent funds and work that the commission would like to have done. Dan stated that he would look into it tomorrow and get back to the Commission.

9 pm Cynthia Klevens, Dan Dudley and Dave Edson left the meeting.

Keith Gilbert presented the water monthly reports. He advised the Commission that he had spoken with officials from the City of Concord, which uses chloramines in its water system. Commissioner Mellen asked Keith if he thought a full-time operator would be needed to run this type of treatment system. Keith stated that he did not think a full-time operator would be required. Keith advised the Commission that he highly suggests that they consider replacing the membrane at the Bible Hill reservoir to stop any leaking into the tank.

Warrant articles authorizing both the waste water treatment facility project and the water reservoir project were reviewed. It was noted that a couple of the warrant articles may have closed on December 31, 2011. Penny Griffin will call DRA tomorrow to inquire how to proceed.

The Commissioners reviewed an abatement request for 19 Bridge Street. The owner is

requesting to have sewer charges abated and future sewer charges stopped for what was the area of his property that was formerly assessed as a Laundromat by the town. The Commissioners reviewed history of water usage. There are currently 3 coin-operated washers for tenant use only, per the owner. The Commissioners decided that the 3 units of sewer currently charged to the facility are accurate and would remain for future billings; denying the abatement request. They stated that similar coin-operated laundry facilities servicing multi-family properties are being charged 1 sewer unit per washer which is consistent with the Code of the Town of Hillsborough 181-55 A. (8).

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

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

Meeting was adjourned at 10:00 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