

**Hillsborough NH Water and Sewer Commissioners**  
**April 12, 2012 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.

Commissioner Parker asked Paul Dutton for an update on on-going projects at the waste water treatment facility. Paul Dutton stated that things are moving slowly. He stated that the fine screen has been completely installed and inspected by the Lakeside representative. However, there is a problem as it is not picking up the rags as there is an 1 ¼" gap below the finscreen. Paul stated that he and Mike Billings will be regrinding the troth to allow the finescreen to sit closer. Paul stated that he will take pictures of before and after for our records.

Paul informed the Commissioners that there is no magnesium hydroxide being pumped to the lagoons at this time. He stated that Rene LaBranche has been working on the system and is sure he will update them when he arrives.

Paul stated that the water and sewer lines have been installed and inspected at 5 Municipal Drive.

Paul advised the Commissioners that monitoring wells are being installed on Depot Street and he has been working to mark out the lines for them but he is having a hard time as we have very few records. Commissioner Mellen stated that he believes he has a set and will look for them.

6:30pm Rene LaBranche arrived.

Rene LaBranche updated the Commissioners on the status of the chemical system at the wastewater treatment facility. He stated that he has spent a lot of time trying to figure this out. He noted that the engineer who designed this is no longer with their company so he is working with others to come up with a solution that allows them to utilize as much of what has been installed as they can. Possible resolutions were discussed. Rene suggested getting a plumber to visit the plant to show him what will be required. Paul noted that an electrician would also be needed. Paul also advised that Keith Gilbert has stated that a backflow is needed in the new building. Rene stated that he will draw up a concept and forward to Paul for review. He apologized to the Commission for not having this designed correctly to start. The Commission accepted the apology and stated that they expect it to be resolved as quickly as possible.

Commissioner Parker advised Rene that he had reviewed the submitted annual report and noted that there were some items that he felt were important to report that were missing; such as, the easement clearing completed last year. He also noted that he would like to change the information submitted for cleaning of the system as the Commissioners have decided to concentrate on repairs this year. Rene stated that he would get the easement clearing information from Paul and can submit a supplement with corrective information. Commissioner Parker stated that next year he would like to have the Commissioners review the report prior to it being submitted to NHDES. Rene agreed to forward the next report for review prior to submission.

7pm Rene LaBranche left the meeting.

A discussion was held regarding the siphon on the Grimes easement the needs repair. The Commissioners agreed to have Paul meet with Randy Wilson to discuss setting walls to encapsulate the existing structure.

An application to reopen an apartment on the second floor of 5 Depot Street was reviewed. Commissioner Wiegelman motioned to approve the application for an apartment on the second floor of 5 Depot Street. Commissioner Mellen seconded the motion. All agreed. Penny Griffin will forward a copy of the approval along with the state application to NHDES for review.

A discussion was held regarding the term of the \$800,000 note for the screw pump replacement that was recently approved at the special town meeting. Commissioner Wiegelman motioned to select a 15 year term for the \$800,000 note from Lake Sunapee Saving Bank. Commissioner Mellen seconded the motion. All agreed.

The Commissioners reviewed the Professional Services Agreement from Hoyle, Tanner & Associates to implement a chloramines system. Commissioner Mellen motioned to accept and sign the Professional Services Agreement submitted by Hoyle, Tanner & Associates to implement a chloramines system. Commissioner Wiegelman seconded the motion. All agreed.

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

Commissioner Wiegelman requested to attend the NHDES Drinking Water Source Protection workshop to be held in Concord in May. Commissioner Mellen stated that he would like to attend as well. Penny Griffin will register both Commissioners for the workshop.

The Commissioners asked Penny to request a digital copy of our sewer maps from Rene LaBranche at Stantec.

Commissioner Wiegelman advised that board that he will not be able to attend the April 24, 2012, meeting.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Mellen 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