

**Hillsborough NH Water and Sewer Commissioners**  
**May 22, 2012 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker and Peter Mellen; and Penny Griffin, Administrator.

The Commissioners discussed the possible upcoming NHDOT School Street paving project. They reviewed the preliminary report from Ted Berry Company regarding the status of the sewer lines and manholes on School Street. The Commissioners will continue the discussion at the next meeting when they have all information from both water and sewer.

Penny Griffin advised the Commissioners that Paul Dutton had found that the water meter at 25 Old Henniker Road #4 has been removed from their system and replaced with a hose. The Commissioners signed a letter notifying the home owner that they must immediately have the meter reinstalled and have the system re-inspected by June 4, 2012 or further action will be taken as this is a violation of the Code of Town of Hillsborough Water RSA VIII 223-33.

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

Dave Edson, of Hoyle, Tanner & Associates, reviewed the required forms from NHDES to complete the application for funds for the Chloramination project authorized at the 2012 Special Town meeting. Commissioner Parker asked Dave Edson how they were progressing according to the proposed schedule. Dave stated that they are on schedule. Mr. Edson stated that he will have the bid documents for the project at the June 26<sup>th</sup> meeting for review. Commissioner Parker asked if he still intended on the phase approach to the project. Dave replied that they were as they will not be including the UV process in this bid as they hope to achieve compliance with the Chloramine implementation. Potential designs were discussed. Penny Griffin advised Mr. Edson that the forms required to be signed by the Selectmen were being presented to them at their meeting tonight and she will forward them to Mr. Edson as soon as she receives them back. Dave Edson left the meeting.

Keith Gilbert, of Water Systems Operators, presented the monthly reports to the Commissioners for their review. Keith advised the Commissioners that he needs to replace the pressure transducer at the water plant. The Commissioners approved his request. Keith informed the Commissioners that he has been working on marking all water items on School Street.

Shane O'Keefe, town planner, entered the meeting. He stated that he had just come from the Selectmen's meeting and wanted to check in with the Commissioners regarding their progress of the School Street evaluation. Shane stated that the Safe Routes to School program intends to go out to bid soon to install new cross walks on School Street. A discussion was held. The Commissioners asked Mr. O'Keefe to forward a copy of the plans for the sidewalks as this could also potentially affect water items in those areas. The Commissioners also suggested that he contact NHDOT

regarding their plans so that all projects can be coordinated. Shane stated that he would. Mr. O'Keefe left the meeting.

A discussion was held regarding the Bible Hill project and the lack of response from the contractor to complete the project. The Commissioners authorized Penny Griffin to contact Attorney Doug Hatfield to discuss and move forward with a letter to the contractor to set a deadline to complete the project.

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

Meeting was adjourned at 9:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes

Approved by: Date:

Douglas Parker, Chairman

Peter Mellen  
Water and Sewer Commissioners  
Town of Hillsborough