

**Hillsborough NH Water and Sewer Commissioners  
July 24, 2012 Meeting Minutes**

The meeting was called to order at 6:00 pm

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

The Commissioners reviewed and discussed the proposed updated contract with Hoyle, Tanner & Associates which includes the design and implementation of UV and chloramines.

Commissioner Parker stated that he wanted to discuss the resident inspection position with Dave Edson to ensure there would be adequate over site during the construction.

Commissioner Wiegelman stated that he would like to know if it is going to be a person who is familiar with design or just paperwork. All Commissioners agreed to continue the discussion when Dave Edson arrives.

Commissioner Wiegelman asked Paul Dutton if any work has been started on the correction of the new chemical feed. Paul stated that Rene LaBranche has had a plumber there working on it over the last few days. He stated it has been extremely hot in the building for the workers as the overhead door still does not work as it seems to keep blowing fuses; he has notified Rene of this issue. Paul advised the Commission that the plumber will be running the new tubing to lagoons 1 and 2 but not to the two other injection points; this concerns him. Commissioner Parker asked Paul if he has spoken with Rene regarding this issue and Paul stated he had not as he did not speak with Rene today before he left.

Paul stated that all other projects have gone well. He stated he was very happy with D&S Excavating during the pipe bursting project on School Street.

Commissioner Parker stated he looked at the repair of the structure at the siphon and it looks good.

Paul asked the Commissioners what they wanted him to do with the mowing of easements this year. He has a price from Bob Greene and would like to get one from Mike Barrett. The Commissioners agreed.

A discussion was held regarding in the future possibly installing manholes where there are only peeps.

Paul advised the Commission that all manholes on School Street have been lowered by TAC.

6:45 pm Dave Edson and Keith Gilbert arrived at the meeting. Paul Dutton left the meeting.

The Commissioners resumed the Hoyle, Tanner & Associates contract discussion.

Commissioner Parker stated that he noticed the structure of the contract had changed. Dave Edson agreed. Commissioner Wiegelman asked if an extra month had been added to the end of the schedule. Dave stated that including the UV has changed the schedule some. He intends to have the design to NHDES in the fall for approval and to have the project out to bid by December with a bid opening in mid January. Dave suggested that a pre-bid conference be held for any potential contractors to attend. The Commissioners agreed. Suppliers for the UV units were discussed. Dave suggested that they write the spec for the units' specific enough so that the Commissioners get the type of units they want. Dave stated that he had visited the reservoir today to look at options for an enclosure to install the SCADA system. He stated that he believes a heated enclosure could be used at the existing canister which would eliminate the need for a whole new building as currently proposed. He will continue to look at options. The discussion regarding the part-time resident inspector resumed. Dave stated that the inspectors'

attendance would be dependant on the work being done on the project. Dave expects that the inspector will be there on the days that work is being preformed. Commissioner Mellen asked how detailed the plans will be for the project as the Commission has had experienced issues with projects due to non-detailed designs and non-inspection while work is being completed. Dave Edson assured the Commission that his firm has a good history with plans and inspection. Commissioner Wiegelman asked if the inspector will have engineering skills. Dave stated that he would. Commissioner Wiegelman motioned to authorize the amended #3 contract with Hoyle, Tanner & Associates to implement UV and Chloramines at the water plant. Commissioner Mellen seconded the motion. All voted in favor. The Commissioners signed the contract.

Penny Griffin asked Dave Edson when he would be completing the first reimbursement request for the project to NHDES. She stated that there have been costs associated with the project that have been paid that she would like to get a reimbursement for before the end of the year. Dave stated that he would contact NHDES to find out when a reimbursement could be requested once the loan has been issued and get back to her with an answer.

8:35 pm Dave Edson left the meeting.

Keith Gilbert advised the Commissioners that while at the reservoir with Dave today, they found that the old chlorination station is in bad shape and needs repair as it is a liability to them in its current condition. Keith suggested demolishing it. A discussion was held regarding the current status of the water line in it. Keith will check with Eugene Edwards to see if the line is still active and report back to the Commission.

Keith stated that the lowering of the gate valves and curb stops on School Street has been completed and is ready for the state's grinding and paving.

A discussion was held regarding Butler Park and the status of installing a meter pit and meter for those lines. The newly installed lawn irrigation at the old Fire Station Museum was also discussed. The Commissioners asked Penny to contact Tom McClure to ask where that line is connected; if it is the old Fire Stations line it will need a different back flow. Penny will call Tom tomorrow.

Keith stated that Keymont Construction did go to the reservoir to complete some of the outstanding punch list items; however, they have not completed everything.

The status of the back flow program was discussed. Penny stated that she has everything we have in the new data base and the next step is to have all of the backflows tested for compliance. A proposal from Paul Whittemore of New England Backflow was reviewed. The Commissioners asked Penny to invite Mr. Whittemore to the September 25 meeting to discuss the proposal and answer questions.

A discussion was held regarding OSRAM's remediation water removal. The Commissioners asked Penny to contact OSRAM to request a written proposal from them with the specifics for the Commission to review and to invite them to a meeting to discuss it once the Commissioners have had a chance to review their request.

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

The Commissioners reviewed the final sewer ordinance update. Commissioner Parker motioned to approve and authorize the newly revised sewer ordinance to be put into full force and effect in accordance to Article 82 of the Code of The Town of Hillsborough. Commissioner Mellen seconded the motion. All voted in favor. Penny will forward the ordinance for publication

and notification of the Commissioners approval to NHDES to fulfill the permit requirement.

Commissioner Wiegelman 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:

Doug Parker, Chairman

Herm Wiegelman

Peter Mellen

Water and Sewer Commissioners

Town of Hillsborough