

**Hillsborough NH Water and Sewer Commissioners**  
**August 28, 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 reviewed and approved time cards, accounts payable vouchers, billing warrants, abatements for 2 Bridge Street and 66 Preston Street #11; and past meeting minutes.

The Commissioners discussed the issue with ground water entering the newly installed manhole on School Street. It was decided that when the water table decreases the manhole issue will need to be repaired.

Commissioner Mellen stated that he has spoken with Jim Bailey regarding the status of metering Butler Park water service. It was agreed that a meeting should be held in September with all involved parties to make a plan to install a meter on the service.

The Commissioners discussed the OSRAM remediation water discharge. Penny stated that we have not yet received their proposal for review. The Commissioners asked Penny to contact them regarding the obtaining the information.

Commissioner Mellen asked Penny if we had all the bills in yet to compile a total cost for each department for work done on School Street. Penny stated that there are still a couple of bills needed. She will get the information together once all bills are received.

6:35 pm Dave Edson of Hoyle, Tanner & Associates arrived at the meeting. Dave reviewed the information provided at the presentations of UV vendors held earlier in the day. He stated that he needs to work on the specifications needed for the vendors to provide proposals.

6:45 Keith Gilbert of Water Systems Operators entered the meeting.

UV design points were discussed. Dave stated that the Commissioners have 2 more meetings to discuss and decide the best UV alternative for the project. Commissioner Mellen stated that the Commission does not want to restrict the plant processing capacity. Commissioner Parker agreed. Commissioner Mellen asked Dave if the preliminary UV discussions would put the project over budget. Dave stated that the UV units would not put the project over budget. Commissioner Parker asked if only part of the suggested UV system was installed would he have to go back and redesign things if all would be needed. Dave stated yes and that is a risk they would have to consider. Dave stated that he will review the flow data and get back to the suppliers so they can rework their proposals. He will forward the information to the Commissioners as he receives it for their review and discussion at upcoming meetings. Dave advised that the state requires redundancy of the units incase something happens to one of the units. Dave advised that he intends to contact a couple other vendors for their recommendations as well. Disbursement request #1 was reviewed and authorized by the Commissioners to be submitted to the state for reimbursement of costs to date for the project.

7:30pm Dave Edson left the meeting.

Keith Gilbert presented the Commissioners with the monthly reports for review. Keith advised the Commission that NHDES is looking for updated information on their back flow program. The Commissioners asked Penny to contact Wade Pelham of NHDES to discuss the status of the program and to get him a copy of the updated cross-connection program.

Commissioner Parker asked Keith about the valve in front of the library that seems to have

lowered from traffic. Keith stated he would look at it and adjust it if needed.

Hydrant flushing was discussed. The Commissioners agreed that flushing will happen during the months of September and October. Penny will mail post cards to residents advising them of this.

Keith Gilbert advised the Commissioners that on September 13, the National Guard Civil Support Team has asked to use the water plant as part of their mass destruction training. The Commissioners asked Penny to see about using the Code Red system to notify the neighbors of the plant so they don't panic when they see all the activity.

Commissioner Parker 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:

Doug Parker, Chairman

Peter Mellen  
Water and Sewer Commissioners  
Town of Hillsborough