

**Hillsborough NH Water and Sewer Commissioners
December 13, 2012 Meeting Minutes**

The meeting was called to order at 5:00 pm

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

The Commissioners discussed and worked on the 2013 water and sewer budgets.

At 6pm Paul Dutton entered the meeting.

6pm Commissioner Parker called the regular meeting to order.

Rene LaBranche and Steve Calabro of Stantec arrived at the meeting. Rene asked Paul Dutton how the chemical feed has been going at the plant. Paul stated that it has been running but the pH levels are not consistent and the chemical does not appear to be mixing in the lagoons as there is white on the rocks from the chemical. Rene stated that he will be completing some metals testing to get ready for the introduction of the Ferric. There was a discussion about the steps needed to be ready for this next step. Rene advised the Commissioners that the second chemical pump is at the factory being rebuilt. There was a short discussion on this being the second time it has been rebuilt since installation. Rene stated that Weston & Sampson will be getting together with the Overhead Door Company to determine what is causing the door on the new building to blow fuses. They will also be installing a new temperature gauge in the new building to resolve the fan issue. Rene gave Paul the temperature gauge to give to Weston & Sampson. Rene stated that the O & M manual for the project is about 90% done. He will forward a completed copy to the Commissioners when he submits one to NHDES for review. A discussion was held regarding engineering budget numbers for 2013 and also outstanding billing for 2012 engineering. Rene will work on that information and get it to the Commissioners.

7 pm Rene LaBranche and Steve Calabro left the meeting.

The Commissioners discussed creating a Request for Proposal (RFP) for general sewer engineering services for 2013. The Commissioners agreed to move forward with the RFP.

Commissioner Parker asked Paul for a status update on the screw pump replacement project. Paul explained that there had been an issue with the new ones fitting and they are now back at the company being redesigned. Paul stated that no representative had visited the site as they stated they would. Paul advised that the company he has contacted to take the old ones when they are removed will be waiting for his call when ready. A discussion was held regarding costs being accrued due to this delay. The Commissioners agreed to draft a letter to Siemens addressing these concerns as the new screw pumps were supposed to be installed by October 15, 2012, 30 weeks after receipt and acceptance of a purchase order and our signed proposal.

Budget discussion resumed.

The Commissioners asked Penny to contact Keith Gilbert to call John Butler at the school to discuss the needed backflow for the ball field sprinkler line.

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 8:40 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