

**Town of Hillsborough Water & Sewer Commission
January 23, 2018 Meeting Minutes**

Meeting called to order 6:00pm. Present were Commissioners Peter Mellen, and Chris Sieg; and, Penny Griffin, Administrator. Also in attendance was Cole Melendy of Underwood Engineers.

Commissioner Sieg reviewed and discussed the preliminary data collected using the newly installed software at the West Main pump station with Cole Melendy. Mr. Melendy agreed that the information will be helpful in determining what upgrades, if any, are needed at the West main pump station.

Cole Melendy advised the Commissioners that the contract documents for the Bridge Street sewer main replacement project have been submitted to NHDES for approval. The replacement of private laterals connected to the section of the main being replaced was discussed. Cole Melendy stated that the proposed work is shown on the plans. All agreed that the Commissioners should move forward with obtaining temporary work easements from the property owners. The plans for the project were reviewed. Mr. Melendy presented the Commissioners with ESR #12 in the amount of \$7,900 for the work Underwood Engineers will do for the bidding process of the Bridge Street project. The Commissioners will review the ESR at the next meeting. A tentative project schedule was discussed. All agreed that construction must happen between June and August, with no road closures prior to June 25, to avoid school traffic.

Cole Melendy stated that he spoke with Michelle Barden of EPA regarding the status of the WWTF NPDES permit application. Ms. Barden advised Mr. Melendy that she is still working on the application and hopes to have more information for him by the end of the week. Mr. Melendy will keep the Commissioners apprised of any information he receives.

The WWTF Groundwater permit annual report and renewal application were discussed. Mr. Melendy stated that the annual report is due to NHDES by the end of January and Underwood Engineers will have the draft report completed for review by the end of the week. A discussion was held regarding the proposed monitoring well improvements to address recent issues. Cole presented ESR #5 amendment in the amount of \$3,000 for Underwood Engineers to work with a contractor to implement changes to wells to avoid future contamination. It was also discussed that locks will be put on the monitoring wells to prevent others from accessing them. All agreed that anyone needing the information from those wells can obtain the information from the commission. Commissioner Sieg motioned to approve ESR #5 amendment in the amount of \$3,000 for ground water monitoring well improvements. Commissioner Mellen seconded the motion. Motion approved. Cole Melendy also presented ESR #10 in the amount of \$15,900 for 2018 sampling of the monitoring wells; he explained that the ESR includes the new PFOA required testing by NHDES. Commissioner Mellen motioned to approve ESR #10 as presented. Commissioner Sieg seconded the motion. Motion approved.

Mr. Melendy stated that the 2017 WWTF Collection System annual report is due to NHDES in March and provided the Commissioners with ESR #11 in the amount of \$3,000 to complete and submit the report. Commissioner Sieg motioned to authorize ESR #11 and Commissioner Mellen seconded the motion. Motion approved.

Cole Melendy asked if the Commissioners have heard anything regarding the Weatherstone application that was submitted to NHDES in July. The Commissioners stated that no new information has been received from NHDES or the developer.

8 pm Cole Melendy left the meeting.

A discussion was held regarding the upcoming budget hearing on February 13 at 6:30pm at the selectmen's office. The Commissioners asked Penny Griffin to post that the Commissioners would be attending the budget hearing.

The Commissioners reviewed, discussed and finalized the 2018 water and sewer budgets.

The Commissioners reviewed and authorized the January 11, 2018, meeting minutes; 2018 AP voucher #3 for water in the amount of \$9,456.24 and for sewer in the amount of \$43,598.02; and time cards.

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

Meeting adjourned 9:00pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg
Water and Sewer Commissioners