

**Hillsborough NH Water and Sewer Commissioners  
January 14, 2016 Meeting Minutes**

The meeting was called to order at 6:00 pm.

Present: Commissioners Peter Mellen, Chris Sieg, and Herm Wiegelman; Joe Damour of WSO Plus; and, Penny Griffin, Administrator.

The Commissioners discussed with Joe his thoughts on whether or not a service contract with Atlantium would be beneficial to the operations of the water plant. Different scenarios were discussed. The Commissioners asked Joe if the system was running to his satisfaction. Joe stated that there are a couple of items that need to be addressed and he will be contacting Atlantium for their assistance. The Commissioners asked Joe to attend their next meeting on January 26, when Phyllis Posey of Atlantium is scheduled to attend to discuss their proposed service agreement proposal. Joe stated that he would attend.

6:45 pm Joe Damour left the meeting.

Commissioner Wiegelman presented a report he has been keeping outlining the Waste Water Treatment facilities available capacity average over the last few years. The Commissioners reviewed and discussed his findings. The Commissioners agreed that it appears that the work they have been doing to reduce inflow and infiltration (I/I) from the system has been having a positive effect on the available capacity. Areas of the system that are in need of repair to further reduce I/I were discussed.

The Commissioners signed a letter to Jones and Beech Engineers regarding the Accessibility Fee for the Weatherstone proposed development.

Commissioner Mellen stated that he would like the Commission to discuss Hoyle, Tanner & Associates proposal to evaluate the accessibility fees for water and sewer. Commissioner Mellen acknowledged that the evaluation would not alter how flow figures are calculated (the specific use proposed as listed in Table 1008-1, Unit Design Flow Figures, in Section Env-Wq 1008.03 (c) and (d), of the New Hampshire Code of Administrative Rules, Chapter Env-Wq 1000, Subdivision and Individual Sewage Disposal System Design Rules, effective 2-9-08 or as revised); however, it will provide justification and verification of the per gallon rate charged for the estimated flow. Commissioner Sieg questioned if the charge to complete the evaluation would be justified by the results. Commissioner Mellen stated that he felt it can only help with the explanation of the Accessibility fees. Commissioner Wiegelman motioned to accept the proposal from Hoyle, Tanner & Associated to evaluate the accessibility fees for water and sewer. Commissioner Sieg seconded the motion. All voted in favor. The Commissioners asked Penny to contact Mike Trainque of Hoyle, Tanner & Associates to advise him of their authorization and to ask that he get started on it as soon as possible.

The Commissioners reviewed and authorized past meeting minutes, AP vouchers, and time cards.

The Commissioners reviewed and discussed both the water and sewer budgets. They will do a final review at their next meeting.

The Commissioners discussed how they should handle obtaining quotes for miscellaneous work that needs to be throughout the system. All agreed that a bid ad with a specific scope

of work should be placed in a local paper for a week in order to give all interested vendors an opportunity to respond.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted all in favor.

Meeting adjourned at 8:50 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by: Date:

Peter Mellen, Chairman

Herman Wiegelman

Chris Sieg  
Water and Sewer Commissioners  
Town of Hillsborough