

**Town of Hillsborough Water & Sewer Commission
October 11, 2018 Meeting Minutes**

Meeting called to order 6:00 p.m. Present were Commissioners Peter Mellen, Dave Lewis and Chris Sieg; Eric Edwards, WWTF Operator; and Penny Griffin, Administrator.

Commissioner Mellen made a motion to enter a non-public session under RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. All agreed. 6:01 p.m. Griffin left the meeting and the Board entered a non-public session.

6:17 p.m. Commissioner Mellen motioned to exit non-public session and to seal the minutes of the meeting. Commissioner Lewis seconded the motion. All voted all in favor.

Penny Griffin and Selectman Jon Daley joined the meeting.

The group reviewed and discussed a complaint from an abutter of the old chlorination station on Bible Hill that some of the brush that had been cut around the building being repaired was actually on their property and they would like some trees replanted in the area. Commissioner Sieg stated that he had trimmed some over-hanging branches and cleaned up brush and garbage left on the ground near the building in May in preparation of having the building repaired. All agreed that the first step is to find out where the boundary lines are. The Commissioners will review the boundary lines in reference to the trimming and discuss their findings at the next meeting.

Three different options for a new truck purchase, provided by Hillsboro Ford, were reviewed and discussed. New vehicle versus used vehicle pros and cons were discussed. Commissioner Lewis stated that the value of the warranty on a new vehicle makes it worth it. All agreed that the delay in delivery of an ordered vehicle eliminates it as an option as the new truck is needed as soon as possible. The group agreed that the offer of a new truck already in production that is due to arrive in early November for the amount of \$34,831 is the best deal of the 3 offered; the third being a truck on their lot that is too big for the department's needs. Commissioner Sieg requested the opportunity to do a little research with other dealerships that may have a vehicle in stock for a comparable price. All agreed.

The Commissioners reviewed a draft of the substantial completion certificate for the Bridge Street sewer main replacement project. The Commissioners agreed with the list of outstanding items that need addressing; however, they question the amount suggested to be held in retainage to ensure the homeowners of 36 Bridge Street are made whole from the sewer backflow damage. The Commissioners asked Penny Griffin to contact the homeowners to request an estimate and time schedule to have the damage repaired and also an estimate of costs to live during that time as they will still be displaced. Commissioner Lewis asked Penny to have Cole Melendy of Underwood Engineers provide clarification of 15-03 sub paragraph C with regard to the 7 day reference. All agreed that they are not ready to sign the substantial completion certificate at this time.

Selectman Daley asked the Commissioners about a hydrant at the bottom of Blair Avenue

that the fire department found has very low pressure. The Commissioners agreed to look into it.

The group reviewed and signed a letter to Rachel Tamulonis of Stonecipher & Clark Environmental Solutions, LLC addressing her request access to one of the monitoring wells on the WWTF property recently restructured and secured, to obtain samples for their required NHDES testing on behalf of Lewis Pletcher at the J.B. Vaillancourt bulk facility located at 99 Henniker Street. The Commissioners determined to minimize the risk of cross contamination and to help protect the integrity of the Town's required groundwater sampling from the Town wells, all future groundwater samples (collected from the Town WWTF monitoring wells for adjacent sites) are to be collected by the Town's consultant.

The group discussed potential water system projects they would like to see completed now that the newly hired full time water operator has started as of October 1. All agreed to meet with Mr. Boisvert to discuss and plan a priority project list.

A discussion was held regarding the upcoming town sidewalk project. The Commissioners noted that a majority of the manholes on West Main Street are south of the travel-way and could have an impact on the sidewalk project. Commissioner Mellen will notify Robyn Payson, Town Planner.

Next year's proposed paving of West Main Street by NHDOT was discussed. The Commissioners requested that a count of all valves and manholes in the area to be paved be done by the operators so it can be budgeted for appropriately as it will be costly.

The Commissioners advised Selectman Daley that Cole Melendy of Underwood Engineers had contacted the Hillsborough Town Planner, Robyn Payson, per their request, to discuss the possibility of completing a feasibility study. The Commission proposed splitting the estimated cost of \$20,000 but Ms. Payson advised Mr. Melendy that at this time they have no money to put towards a feasibility study. The group discussed the type of information that it would contain and potential benefits it could provide for future planning.

The Commissioners reviewed and authorized the September 25, 2018, meeting minutes; 2018 AP voucher #20 for water in the amount of \$10,785.61 and for sewer in the amount of \$54,584.81; and, time cards

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

Meeting adjourned 9:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg

Dave Lewis
Water and Sewer Commissioners