

**Hillsborough NH Water and Sewer Commissioners  
November 25, 2014 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Peter Mellen and Herm Wiegelman; Joe Damour, Water Systems Operators; and, Penny Griffin, Administrator.

A discussion was held regarding the request of the Town Planner to have the maps of the water and sewer systems. The Commissioners agreed to supply a copy of the maps showing the service area. As with all other requests, if more specific information is wanted, she will have to visit the water and sewer office to view the information as that is where the records are kept.

6:30 pm Dave Edson and Michael Trainque of Hoyle, Tanner & Associates arrived at the meeting.

6:35 pm Andrew Madison of Granite State Rural Water arrived at the meeting.

Dave Edson introduced Mike Trainque of Hoyle, Tanner & Associates and explained that if the Commissioners had any questions regarding the proposal to prepare the bid documents for the proposed Butler Street sewer line replacement project, which he would be the one who would be working on that. The proposal was discussed. Commissioner Wiegelman motioned to accept the proposal as submitted for Hoyle, Tanner & Associates to prepare the bid documents for the proposed Butler Street sewer line replacement project. Commissioner Mellen seconded the motion. All voted in favor.

Dave Edson advised the Commissioners that the water plant project is wrapping up. A discussion was held regarding the outstanding items. Dave Edson presented a proposal for Hoyle, Tanner & Associates to complete a nitrification monitoring plan and administer the modifications to close out the project. Commissioner Mellen asked Mr. Edson if this proposal will cover everything Hoyle, Tanner & Associates needs to do to complete the project. Dave Edson stated that that is the intent of the proposal; yes. Commissioner Parker motioned to accept the proposal as presented to finalize the project. Commissioner Wiegelman seconded the motion. All voted in favor.

Dave Edson advised the Commissioners that he will be presenting Town of Hillsborough's UV project at an upcoming conference in January at the Grappone Center in Concord New Hampshire. The Commissioners asked Mr. Edson to forward the information to Penny as they are interested in attending. Dave stated he would.

8:00 pm Dave Edson and Michael Trainque left the meeting.

Joe Damour of Water Systems Operators presented the water monthly reports.

A discussion was held regarding items that should be purchased to have in stock. Other budget items were discussed.

8:15 pm Joe Damour left the meeting.

Andrew Madison of Granite State Rural Water presented the Commissioners with his Loon Pond Source Protection Plan draft. The report was reviewed and discussed. A discussion was held regarding State of NH Source Water grant money and when they should be applied for if the Commissioners are interested. Andrew stated that he would have the report completed and would like to attend the Commissioners next meeting to present it. The Commissioners agreed.

8:45 pm Andrew Madison left the meeting.

Commissioner Parker stated that he had received a reply from EPA in regards to the status of the Waste Water Treatment facilities permit. The permit is not expected to go out for public comment until spring 2015 at the earliest.

The Commissioners reviewed and approved AP vouchers, letters to properties that need to install backflows, past meeting minutes, 2014 4<sup>th</sup> quarter billing warrants, and time cards.

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

Meeting was adjourned at 9:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Doug Parker

Peter Mellen

Herm Wiegelman  
Water and Sewer Commissioners  
Town of Hillsborough