

Town of Hillsborough Water & Sewer Commission
November 27, 2018 Meeting Minutes

Meeting called to order 6:00 p.m. Present were Commissioners Peter Mellen, Chris Sieg, and Dave Lewis; Penny Griffin, Administrator; Cody Boisvert, water operator; and Cole Melendy of Underwood Engineers.

Cole Melendy presented the Commissioners with a Certificate of Substantial Completion for the Bridge Street project. Mr. Melendy stated that the newly installed sewer lines have passed all required testing and are currently in use; this allows the contractor to request the substantial completion certificate from the Commissioners. The group reviewed and discussed outstanding items on the project punch list to be completed.

Mr. Melendy also presented pay request 3 from Daniels Construction to the Commissioners for review and authorization.

Commissioner Lewis motioned to approve and sign both the Certificate of Substantial Completion and pay request 3 as presented. Commissioner Sieg seconded the motion. All voted in favor.

The group discussed different items within the wastewater process that would need to be evaluated in anticipation of the possible limits imposed in the new wastewater NPDES permit. Cole Melendy presented ESR 15 for chemical feed pilot jar testing in the amount of \$22,000. The group reviewed and discussed the scope of work. The Commissioners stated they would like to discuss it with Paul Dutton, the WWTF operator.

Future testing, removal and disposal of sludge from the lagoons at the WWTF was also discussed.

Potential cost increases for lab fees and chemicals to meet the possible new permit requirements were discussed. The group agreed that it is challenging to budget for as the permit has not yet been issued, but is likely to be issued - and the commission required to meet its standards - within the next calendar year.

Mr. Melendy advised the Commissioners that Neil H. Daniels Inc. has paved the area of the recent water main break, thereby completing the repair.

7:30 pm Cole Melendy left the meeting.

Cody Boisvert advised the Commission that the valve on Bridge Street at Wyman Street needs to be replaced next year prior to NHDOT paving project. Cody stated that he will be operating some valves in that area to see if he might be able to isolate the failed valve but, failing that, suspects all water services on the south side of the bridge will be shut off during the replacement.

A discussion was held regarding having three (3) valves at every intersection. It was noted that there are several intersections that do not have this configuration. Commissioner Mellen suggested ensuring that practice for all future streets. All agreed.

Mr. Boisvert advised the Commissioners that the pressure tank on the second level at the water plant needs to be replaced. A discussion was held regarding the replacement tank. Cody will get quotes for replacement tanks.

Cody reported that the flow meter for distribution at the Bible Hill reservoir is not working. He estimated that the price to replace it is \$5,500. All agreed to have Cody purchase and install the new flow meter.

A discussion was held regarding the replacement of the valve on West Main Street at Church Street. All agreed that it should be replaced prior to NHDOT paving next year. In an effort to minimize the impact to customers it was decided to do the replacement during the night as water service will have to be turned off for a majority of the system.

A discussion was held regarding parts for the water system that are in stock and what should be obtained.

A discussion was held regarding the feasibility of connecting the water system between Municipal Drive and the west end of Myrtle Street. All agreed that further assessment would be needed.

The group discussed the maintenance contract with Atlantium Inc. for the UV system at the Water Treatment Facility. Cody suggested that the Commissioners request half of what the contract has been as Atlantium has not provided the contractual four (4) visits per year. Commissioner Sieg will contact Phyllis Posey at Atlantium Inc. to discuss the maintenance contract.

8:05 pm Cody Boisvert left the meeting.

The meetings schedule for December was discussed. All agreed to hold the regular meeting on Thursday, December 13, and to revisit the rescheduling of the December 25th meeting at that time.

A discussion was held regarding the Saturday, November 10 meeting that Commissioner Lewis and Commissioner Mellen had with the neighbors of the old chlorination station on Bible Hill. The Commissioners determined that they will plant four (4) white pines at the location in the spring.

Commissioners Mellen and Lewis also reported that they visited the sewer easement between Pine Ridge Road and Blair Avenue in reference to the proposed garage for 45 Pine Ridge Road. It was verified that the garage location does not affect the easement.

Commissioner Mellen stated that part of the easement is maintained/mowed by the home owner but the remainder of the easement should be cleared next August. Commissioner Lewis suggested they should check to see if a Permit-By-Notification wetlands permit is needed.

The Commissioners reviewed a Change of Use application for 3 Henniker Street. The applicant requests to change the designation of that section of the building currently reserved as restaurant space to retail space. The Commissioners noted that the owner must have the

proposed commercial use evaluated by New England Backflow, Inc. for compliance with backflow regulations prior to the issuance of certificate of occupancy by the Town. Commissioner Sieg motioned to approve the application as presented with the notation regarding the backflow evaluation. Commissioner Lewis seconded the motion. All voted in favor.

The Commissioners reexamined the Selectmen's request to abate the first and second issue bills for 8 Wyman Street and 2 Bridge Street. Commissioner Mellen motioned to approve the request. Commissioner Lewis second the motion. All voted in favor. It was noted that with the razing of the residence at 8 Wyman Street, the water and sewer services have been severed from those systems. If at some future time the property is redeveloped and requires water and sewer services, applications for water and sewer connections will need to be submitted with applicable fees in order to reconnect.

The Commissioners reviewed and authorized the November 8, 2018, meeting minutes; 2018 4th issue billing warrants; 2018 AP voucher #23 for water in the amount of \$57,698.85 and for sewer in the amount of \$202,006.17; and, time cards

Commissioner Mellen motioned to adjourn the meeting. Commissioner Sieg seconded the motioned.

All voted in favor.

Meeting adjourned 9:15 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