

**Hillsborough NH Water and Sewer Commissioners  
December 23, 2014 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Peter Mellen and Herm Wiegelman; and, Penny Griffin, Administrator.

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

A discussion was held regarding the final payment to Keymont Construction for the water plant project. The Commissioners agreed that they are not comfortable signing off on Final Completion of the project as there are some items that are not completed to their satisfaction. Commissioner Wiegelman motioned to hold the final payment until all items are completed to Joseph Damour's, of Water Systems Operators, and their satisfaction. Commissioner Parker seconded the motion. All voted in favor.

6:20 pm Joe Damour arrived at the meeting.

The Commissioners advised Joe of their decision to hold final payment. Joe agreed with their decision. He stated that he believes most of it is programming that needs to be dialed in but has had a hard time getting all parties involved together to resolve these issues. He also stated that there is an issue with one of the new flow meters that needs to be resolved.

6:30 pm Andrew Madison of Granite State Rural Water and Dave Edson of Hoyle, Tanner and Associates arrived at the meeting.

Dave Edson discussed the remaining issues at the water plant that need to be resolved. He presented the Commissioners with Change Order 3, Certificate of Final Completion, and the reimbursement request 27 for signature. The Commissioners reviewed the documents. Commissioner Mellen asked Dave if they sign the paperwork, if they would still be able to hold final payment as they have already voted to do. Dave stated that they would not be able to hold payment if they signed the final paperwork. All Commissioners agreed that they do not feel the project is complete at this point and decided not to sign the paperwork at this meeting but to revisit it at their next water meeting. Dave stated that he will not be in the area on January 27, 2015, and asked the Commissioners if they could move their meeting up 1 week. The Commissioners agreed to change the January water meeting from January 27<sup>th</sup> to January 20<sup>th</sup>. Penny Griffin will post the meeting change. Dave stated that in the meantime, he will be contacting all parties involved in resolving the issues and make arrangements for all work to be completed.

Mr. Edson advised the Commissioners that Chris Albert of the Weatherstone project has contacted him to peer review their proposed project plans. Commissioner Mellen asked who pays for the peer review. Dave stated that normally it is the developer. A copy of the town's water model was given to Dave Edson.

7:30 pm Dave Edson left the meeting.

Joe Damour discussed potential work for the 2015 budget with the Commissioners. He will do some more research and get more information to Penny for the budget process.

7:40 pm Joe Damour left the meeting.

Andrew Madison of Granite State Rural Water advised the Commission that he was there to

review his findings report of source water protection. The report was reviewed. The Commissioners offered a couple corrections that should be made. Different types of signage and sign wording was discussed. Andrew stated that he would draft some ideas for the Commissioners to review at the next meeting. Commissioner Mellen asked Andrew if there is any grant money available for purchasing property for conservation. Andrew will look into it. A discussion was held regarding zoning at Loon Pond. Commissioner Mellen asked if there was any model zoning to refer to. Andrew stated that NHDES has model zoning and he would obtain a copy. Andrew noted that the Emergency Action Plan should be updated this year and asked the Commissioners if they would like him to prepare and updated draft of theirs. The Commissioners agreed. Andrew will attend the January 20<sup>th</sup> meeting with reports for the Commissioners to review.

8 pm Andrew Madison left the meeting.

Commissioner Parker advised the other Commissioners that Paul Dutton, WWTF Operator, has requested they discuss the repair needed to the manhole at Bible Hill and West Main Street. The Commissioners agreed to have Paul contact Mathewson Company regarding the repair.

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

Meeting was adjourned at 8:15 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