

**Town of Hillsborough Water & Sewer Commission  
December 8, 2016 Meeting Minutes**

Meeting called to order 6:00 pm. Present were Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; Paul Dutton, WWTF Operator; Cole Melendy, Underwood Engineers; and, Penny Griffin, Administrator.

Butch W. Amadio, Attorney Jim Callahan and Wayne Morrill entered the meeting.

Attorney Callahan stated that they were attending the meeting to “float the idea” that the Commissioners consider having the Town take over ownership of the proposed pump station after they build it. He referred to a past agreement that the Commission had signed with Wal-Mart in 2006 which included items such as maintenance. Commissioner Wiegelman asked if they mean just the pump station. Mr. Morrill referred to a set of plans he brought with him that shows their intention to remove the existing private pump station that serves 13, 15 and 16 Antrim Road and have that sewage flow by gravity to a proposed new pump station, then be pumped through a new force main to the town sewer main in West Main Street. Commissioner Mellen asked who would maintain the line; what are the parameters of their proposal?

At 6:10 pm Mike Black entered the meeting. He was brought up to speed on the conversation. Mr. Black stated that the intention is that the Town takes over the pump station and the force main. Commissioner Mellen noted that the proposed pump station is located within the Public Service Co. easement. Mr. Morrill stated that they have approval for that from Public Service and they would be granting an easement to the Town so that they can maintain the pump station. Commissioner Mellen asked if Jones and Beech intends to design the pump station. Mr. Morrill stated they would and Underwood Engineers would be reviewing it; then to the state for approval. Mr. Black stated that it makes more sense to have the Town take the pump station over whereas they will be combining it with the existing pump station so there will be several users going into it. Black said town ownership would prevent legal issues down the road in case things “go black” at one of the connected business; the Town will have access to and be able to maintain it. Commissioner Mellen confirmed with Mr. Black that they intend to give the Town an easement instead of property that they would own. Mr. Morrill stated yes. Commissioner Wiegelman stated that he feels the proposal is not in the best interest of the users and is against it.

Commissioner Mellen asked about the status of the water lines. Mr. Morrill stated that they are not sure exactly what is happening yet and they did not want to waste people’s time so they requested that Underwood hold off on plan review. The proposed plans that Mr. Morrill brought were reviewed and discussed. Mr. Morrill confirmed that a tank would be needed for the water system on the site. Mr. Morrill did not submit the plans as they are not complete; they were just used for discussion tonight. Commissioner Mellen asked if they intend to install new force main. Mr. Morrill stated they would. The pump station design was discussed. Mr. Morrill explained the package pump station they intend to use for the design. Different aspects of the proposed pump station were discussed. The size and ability for future expansion of the pump station were discussed. Commissioner Mellen asked if their proposed future housing would be being connected to the sewer. Mr. Black stated that the housing would not be being connected to town sewer; only the remaining retail portion of the property in Phase II. Commissioner Mellen asked what they are proposing for funding and maintenance. Attorney Callahan stated

that in the previous agreement with Wal-Mart 10 years ago there was an allowance of \$40,000 for maintenance; without actually calculating it out he would estimate that it would be about \$50,000 for maintenance now. He suggested they could amend the existing development agreement. Commissioner Mellen stated that in the previous agreement the land was going to be conveyed to the Town, not an easement. He stated that none of the existing Commissioners were on the board when the agreement was done 10 years ago so they will need to get a copy and review it. The Commissioners agreed they will look at things and speak with their engineers and operator and get back to them.

Commissioner Sieg asked how much they anticipate the pump station will cost them to build. Mr. Morrill stated it is a package pump station for about \$100,000. Commissioner Sieg asked if they have any agreements with the owner of the existing pump station. Mr. Morrill stated they do not and that if the municipality doesn't take it over they will need to secure agreements with them. Mr. Sieg asked if they expect the town to also take over the proposed gravity line from the existing pump station to theirs. Mr. Morrill stated yes and they would give the Town the easement. Commissioner Sieg asked about the operating expense of the pump station. Attorney Callahan stated that it would be built into the user rate. Commissioner Sieg asked if he was suggesting a rate increase for the users and expressed his concern that it is not fair to expect all the users to fund it as it does not benefit them at all. Mr. Black stated that the Commissioners could charge the users of the pump station a surcharge to cover the operating expenses. Commissioner Sieg asked that should the Commissioners envision changes to Morrill's design would they be willing to discuss them. Mr. Morrill stated that they would but cautioned that the proposed pump station location is directly under the power lines and any changes would have to go through Public Service as well. Commissioner Mellen suggested that they move the location of the pump station so that it is not under the power lines.

6:55 Attorney Callahan, Mike Black, and Wayne Morrill left the meeting.

Paul Dutton expressed his concern that the proposed pump station has submersible pumps and stated that if that is what is installed they will have to hire a maintenance company as he is not equipped to do it. Commissioner Mellen stated that he would like Underwood Engineers to take a look at the old agreement and discuss with Paul what is needed for a functional pump station. Cole stated that it is not the first time a municipality takes over a pump station. A discussion was held regarding pump stations, their options and maintainability. All agreed that if the Commissioners consider taking the pump station that it is a quality station to the Commission's standards, operator friendly, and maintenance/replacement parts costs would need to be agreed to prior to taking it over. Commissioner Sieg stated that in order to begin to entertain the question of taking the pump station over the Commission needs to know what they will need and to find that information out the Commission would need a quote from Underwood Engineers as to what it will cost to come up with that plan as it is not currently part of the scope of work for the Weatherstone project escrow.

Commissioner Mellen stated that he would like to not only look at what size pump station would be needed for Weatherstone's development but also what is the potential for the rest of the area to the town line. A discussion was held regarding how private pump stations are handled now if they fail. Currently, if a private pump station or service lines fail it is the property owners responsibility to have it repaired; if they do not the Commission will require that they repair it in a certain period of time and if they do not the

Commission will have it repaired and bill the property owner. Commissioner Sieg stated that it is worrisome that Mike Black says "What if it goes black" and thinks the Commissioners should keep that in mind. Commissioner Mellen suggested that the Commissioners meet with Attorney Michael to discuss it. All agreed and asked Penny to contact Attorney Michael to schedule a meeting.

Cole Melendy presented to the Commissioners information regarding available SRF funds from NHDES for Asset Management. He stated that they are currently accepting pre-applications for \$30,000 with 100% principal forgiveness for asset management projects. A discussion was held regarding how the funds could help the Commission. Commissioner Sieg motioned to have Underwood Engineers work with Penny Griffin to complete the pre-application for asset management funds to be submitted to NHDES by the December 16 deadline. Commissioner Wiegelman seconded the motion. All voted in favor.

Cole Melendy advised the Commissioners that the test borings for the Bridge Street sewer main replacement project have been completed. Paul Dutton questioned the location of one of the borings as it appears it was done directly over a marked line in the street. Cole stated that he will drive by the area to take a look when he leaves the meeting and check with his office in the morning.

A discussion was held regarding the regularly scheduled meeting on December 27. All agreed to cancel and reschedule the meeting for Thursday, December 29 at 6 pm. Penny Griffin will make the necessary notifications

8:30 pm Cole Melendy and Butch W. Amadio left the meeting.

Paul Dutton advised the Commissioners that the work on the contact tank at the WWTF has been completed.

Paul also asked Commissioner Sieg for help with some programming for the grit elevator at the WWTF. Commissioner Sieg will meet with Paul to resolve the issue.

A discussion was held regarding areas that Paul had suspected there were water leaks. He advised the Commissioners that he had Eugene Edwards fill in the low area on Norton Drive to see if any water comes up in a different area to further investigate as they have been unable to determine anything definite with other methods. Paul stated that they have flushed the Union Street area extensively to clean the line more as it is a dead-end line. No complaints have been received since in that area.

8:50 pm Paul Dutton left the meeting.

The Commissioners reviewed and authorized the November 22, 2016 meeting minutes, AP vouchers number 23 for water in the amount of \$108,422.78 and sewer in the amount of \$21,609.50; and, time cards.

The Commissioners reviewed and discussed the 2017 budget.

Penny reminded the Commissioners that the town report Commissioners statement is due to the town office by December 16, 2106. A discussion was held regarding items for the report.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Mellen seconded the motion. All voted in favor. Meeting adjourned 10:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes

Approved by: Date:

Peter Mellen, Chairman

Chris Sieg

Herm Wiegelman  
Water and Sewer Commissioners  
Town of Hillsborough