

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

Meeting called to order 6:00pm. Present were Commissioners Chris Sieg and Herm Wiegelman; and, Penny Griffin, Administrator. Also in attendance was Joe Damour of WSO+, Cole Melendy of Underwood Engineers, Dave Lewis and Barry Sleath of Neil H. Daniels Inc..

The Commissioners turned the meeting over to Cole Melendy of Underwood Engineers to conduct the Bridge Street sewer replacement project pre-bid meeting. A review of the project was discussed.

6:30 pm Cole Melendy concluded the pre-bid meeting and Barry Sleath left the meeting.

The Commissioners discussed the remainder of the bid phase of the project and the next steps. Cole Melendy stated they will continue to field questions of potential bidders until the bid opening which is scheduled for 2 pm on March 15.

Mr. Melendy advised the Commissioners that he has not yet heard back from Michelle Barden at EPA regarding the WWTF permit application status and stated that he would try reaching her again next week.

Joe Damour of WSO+ gave a status updates on:

- Completed repairs on Myrtle Street, Boulder Road and Harvey Way;
- Pending repairs on Williams Road and West Mill Street; and,
- He is currently working with Atlantium to resolve an issue with the restart of the UV system after a power outage.

Potential projects for 2018 were discussed:

- Butler Park backflow and meter;
- Bible Hill Tank repairs – hatches and inspection which he estimates \$6,000-\$7,000;
- A plant water flow meter for the houses just off the water plant – Commissioner Sieg suggested using the spare flow meter we already have; and,
- Repair the fence at the Bible Hill reservoir that was damaged by a fallen tree.

Mr. Damour suggested the Commissioners to plan for the following items to be addressed in next year's budget:

- Paint the trim and repair the siding on the water plant; and,
- Put a small heated building at the Bible Hill reservoir so that testing can be done without having to enter the pit.

Joe Damour presented the Commissioners with a proposed increase in fees for their service for consideration. He also presented a request to be considered for reimbursement for the LogMe In program used to communicate with the computer at the water plant for service from 2014-2017. Mr. Damour explained that the bill for the services had been being paid and missed being billed to the commission for reimbursement.

Mr. Damour also presented a proposed agreement that outlines a trade of a tank owned by the water department, which Mr. Damour previously removed from the water plant, to be offset by

parts used on the Cross Street valve replacement project in 2016 that he states came from WSO+ stock as Hillsborough water did not have the needed parts in their stock.

The Commissioners agreed to review all of the information presented by Mr. Damour when a full board is present.

7 pm Joe Damour left the meeting.

Dave Lewis asked questions regarding the West Main pump station. Commissioner Sieg and Cole Melendy explained the telemetry that has been installed to collect data needed to make the best assessment of the West Main Street pump station capacity.

7:15 pm Cole Melendy and Dave Lewis left the meeting.

The Commissioners reviewed a Change of Use application for an in-law apartment to be constructed at 37 Hill Street. Commissioner Wiegelman motioned to authorize the application as submitted for an in-law apartment at 37 Hill Street. A second unit of sewer will be added to the account once a Certificate of Occupancy is issued by the Town. Commissioner Sieg seconded the motion. Application approved.

The Commissioners reviewed and authorized the February 8, 2018, meeting minutes; 2018 AP voucher #5 for water in the amount of \$9,665.99 and for sewer in the amount of \$19,568.54; and time cards.

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

Meeting adjourned 7:30pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Chris Sieg

Herm Wiegelman
Water and Sewer Commissioners