

Town of Hillsborough Water & Sewer Commission
February 28, 2017 Meeting Minutes

Meeting called to order 6:00 pm. Present were Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; Joe Damour and Cody Boisvert of WSO+; and Penny Griffin, Administrator.

Joe Damour presented the Commissioners with a proposed contract. The proposed contract was reviewed and discussed. Joe stated that currently the Commissioners pay \$100 per day for operating the water plant and are charged hourly for all other tasks; this proposal is a three (3) year contract for the amount of \$304,200. Commissioner Mellen asked Mr. Damour what new services are included in the proposed contract that are not being performed now. Joe stated that the proposed contract includes maintaining records which encompasses going to each valve and curb stop location, verifying tie measurers, ensuring each is in working order and then digitizing each of the tie measure records. Commissioner Mellen stated that they currently have tie measures on most that are accurate. Joe agreed but stated that it is unknown if they are in working order or not. Commissioner Mellen asked for clarification on the section regarding leaks and leak repairs as it states "as soon as practical" for emergency leaks and "as mutually agreed to" for non-emergency repairs. Joe stated that weather can play a part in emergency repairs and for the most part a non-emergency leak would be repaired within a week. Joe noted that he needs to add in a fee schedule for use of their equipment during repairs, such as trench boxes and pavement saws, and also a section pertaining to maintaining inventory. Joe acknowledged that Hillsborough water, with 1500 customers, has become large enough to hire their own operator but offered that a benefit of entering into a contract with WSO+ is that they have 5 employees that would be available to cover the work. Asked by Mellen to confirm the current number of water customers, Griffin said the number was 900. The Commissioners thanked Joe for the proposal and asked for time to more closely review it. Joe agreed. Cody and Joe left the meeting at 6:50 pm.

Commissioner Mellen advised the other Commissioners that he has spoken with NHDOT regarding a meeting to discuss the Bridge Street sewer main replacement project and they have offered to meet from 10am – noon on Thursday, March 2, at their office in Swanzey. The Commissioners discussed whether it was important to request that the meeting be held in Hillsborough as they had requested. All agreed that at this time it was important to have this meeting to start the discussions. Commissioner Mellen will contact Cole Melendy of Underwood Engineers, Bill Goss and Laura Buono to inform them of this meeting and to request their attendance. Penny Griffin will post the meeting in the appropriate places.

The Commissioners reviewed and authorized the February 9, 2017, meeting minutes, AP vouchers number 4 for 2017 water in the amount of \$11,480.40, and, sewer in the amount of \$16,464.70; and, time cards.

The Commissioners continued their discussions on the proposed WSO+ contract. They noted that it is much higher than they currently pay but is about equal with what the total cost of hiring an operator for the department would be (taking into consideration wages, insurance, uniforms, taxes and 401A). The record maintenance portion of the proposed contract was discussed. Commissioner Mellen gave a brief history of the current tie measurers as he had worked on the updates in the past, prior to the hiring of firm to operate the water plant. Commissioner Sieg stated that he feels the contract scope of

work needs to be better defined. He also suggested that the commissioners look at all options available to them. All agreed. Commissioner Sieg will speak with representatives from New England Water Works Association (NEWWA) and Granite State Rural Water (GSRW) for their input and suggestions; and Wade Pelham of NHDES for his guidance. The Commissioners agreed to continue discussions on this topic at the next meeting.

Commissioner Sieg motioned to adjourn the meeting. Commissioner Wiegelman seconded the motion. All voted in favor. Meeting adjourned 8:30 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by: Date:

Peter Mellen, Chairman

Herm Wiegelman

Chris Sieg
Water and Sewer Commissioners
Town of Hillsborough