

Town of Hillsborough Water & Sewer Commission
March 22, 2016 Meeting Minutes

Meeting called to order 6 pm. Present were Commissioners Peter Mellen, Herm Wiegelman, and Chris Sieg; Paul Dutton, WWTF Operator; Joe Damour, WSO+; and, Penny Griffin, Administrator.

The Commissioners asked Joe Damour the status of 20 Blair Avenue water discoloration complaint. Joe gave a history of steps have been taken to date to resolve the issue. A discussion was held regarding the flushing of hot water tanks. Joe stated that he will be meeting with the home owner again this week to take samples of the water in the home. Penny Griffin told the Commissioners that the home owner has stated that his cold water is fine; however, the hot water is still discolored. Commissioner Wiegelman asked Joe if he tests the water leaving the water plant. Joe confirmed that they do and they also test water in the distribution system and they pass all tests. He stated that he has spoken with Bob Daniels of NHDES and they would like to get the tests from the home to ensure that the change in the water chemistry is not causing issues within the system. Commissioner Sieg asked if there is any lead within the system. Both Commissioner Mellen and Joe Damour concurred that there are a few lead goosenecks in the system but no lead pipes. Joe added that they have passed all lead and copper tests. Commissioner Mellen asked what he will be testing the home for. Joe replied nitrates and nitrites. He stated that he currently tests for them within the system and passes the tests. Joe will meet with the home owner and report his findings to the Commissioners.

Commissioner Mellen asked Joe Damour about his plan for scheduling work to be done on Henniker Street and Center Road as both sites are scheduled to be paved this year. Joe stated that he intends on beginning work at the end of April. A discussion was held regarding the paving of the area he will be digging up on Henniker Street. Paul Dutton stated that he has spoken with Bill Goss and told him that they will fill the area with cold patch for a bit to allow the area to compact and settle. Once settled, Paul will hire a paving company who will remove the patch and pave the area to ensure a smooth area when the town puts the finish coat on Henniker Street. Joe advised the Commissioners that he also intends on installing hydrants at the end of Boulder Road and Dascomb Road to allow flushing of those dead-end lines. A discussion was held regarding the water gate on School Street that needs to be replaced. Mr. Damour stated that he will need to pre-dig the area to confirm the pipe and valve sizes to ensure he has all the correct parts for the replacement. He advised the Commissioners that he intends to complete the School Street work at night as he did when he replaced the valves in Henniker and Depot Streets in order to have less impact on the community.

A discussion was held regarding the flushing of hydrants. The Commissioners informed Joe that they are looking into hiring Mike Billings as a consultant to teach Eric Edwards the procedures. Paul Dutton stated he hasn't been able to contact Mike yet. Joe discussed areas that he may want to alter the current flushing plan. Joe stated that he intends on focusing on resolving flow issues during hydrant flushing at the schools. The Commissioners asked if he had received a copy of the schools plans yet. Joe stated that he has not but has been told that the school does have them.

6:30 pm Joe Damour left the meeting and Steve Clifton and Cole Melendy of Underwood Engineers arrived at the meeting.

The Commissioners welcomed Mr. Clifton and Melendy and thanked them for coming in to discuss what they have to offer the Commission as an engineering firm. Mr. Clifton gave a history of Underwood Engineers. They explained that they have a good working relationship with Region 1 NHDES and EPA and work with them on several projects to find what is best for the system. They recommended that the Commissioners check their references. Commissioner Wiegelman asked what Cole does for the Underwood. He discussed master plans that he has worked on and is currently working on. Commissioner Mellen gave a history and current status of the Hillsborough waste water system. He stated that the Commission is looking for a firm to handle all aspects of waste water; including engineering services for reviewing submitted development plans and evaluating the current system for the impacts of the proposed developments. Commissioner Wiegelman discussed the fact that the water and sewer systems are funded by users. Mr. Clifton stated that education and planning are important. A discussion was held regarding different projects and situations of each that Underwood Engineers have been involved in. A discussion was held regarding contract options. Commissioner Mellen stated that they seem to have a lot of current projects and asked if they would have time to be Hillsborough's waste water engineer. Steve discussed their staffing and stated that they would be able to service Hillsborough. The Commissioners thanked them for their presentation and advised them that they would be making a decision in the near future.

7:45 pm Steve Clifton and Cole Melendy left the meeting.

A discussion was held regarding the upcoming project of lining the sewer main on Henniker Street. Paul stated that his plan is to have the manhole work done and water gate valves raised on Henniker Street a couple weeks prior to the town paving project and then have Ted Berry line the main after the paving is complete. He explained that his reasoning for this plan of action is to ensure no debris from the manhole work would be in the newly lined pipe. The process of the sewer main lining was discussed. Paul will continue to coordinate the projects.

Sewer system map books provided from Ted Berry Company were reviewed and discussed. Commissioner Mellen stated that we should make sure our maps are done in a format that will join together with all town maps in the future. He also stressed the importance of updating records whenever work is done to provide current and accurate information.

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

Commissioner Wiegelman advised that he had a meeting with Robyn Payson, Town Planner, and reiterated to her the importance of Mr. Black submitting an application and plans to the water and sewer commission. He stated that Robyn agreed and stated that she would speak with him again.

The Commissioners asked Penny to contact John Jackman regarding the status of the sewer assessment fee evaluation.

Commissioner Sieg reported that he has been investigating options regarding the sewer billing. He stated that at this point of his investigations he has not found a way to bill sewer users that are not on town water that would be fair and equitable. A discussion was held regarding different scenarios and options. Commissioner Sieg also stated that he cannot find any justification, using the state table 1008-1 Unit Design Flow Figures or usage history, for

the Sausage Source to be billed 3 sewer units and believes it should be reduced. Commissioner Sieg motioned to reduce the number of sewer units charged to the Sausage Source from 3 to 1 due to review of the state table 1008-1 Unit Design Flow calculation for a restaurant his size and the history of usage of the business. Commissioner Mellen stated that there is no code in the sewer ordinance that allows for exceptions to be made to the ordinance. A discussion was held regarding possible ways to address this. The Commissioners discussed the option of refining ordinance 181-51 A (4). Commissioner Sieg will continue his research and prepare options for the Commissioners to review and discuss at future meetings. All agreed to find a resolution prior to the next billing cycle in May.

Commissioner Wiegelman 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

Herm Wiegelman

Chris Sieg
Water and Sewer Commissioners
Town of Hillsborough