

**Hillsborough NH Water and Sewer Commissioners**  
**March 24, 2015 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Peter Mellen and Herm Wiegelman; Joe Damour, Water System Operator; and, Penny Griffin, Administrator.

6:00 pm Chris Sieg entered the meeting. He was invited to attend the meeting by the Commissioners as they have offered the open Commissioner position to him and Chris wanted to find out more information.

The Commissioners discussed the status of WWTF staffing.

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

Commissioner Mellen asked Penny Griffin if a new contract for services has been submitted by Water Systems Operators. She stated that they had not received one to date.

The Commissioners gave Chris Sieg a brief history of the water and sewer systems.

6:30 pm Dave Edson and Mike Trainque of Hoyle, Tanner and Associates; and Phyllis Posy and Rob Trzepakz of Atlantium arrived at the meeting.

Dave Edson advised the Commission that SMR Engineering will be taking responsibility to have the UV system connected to the generator that was missed during design and construction. Dave will coordinate with SMR and get a schedule to Joe Damour of Water Systems Operators.

A discussion was held regarding the current issues at the water plant.

Dave Edson asked the Commissioners if they were ready to sign the certificate of final completion for the project. The Commissioners agreed that they are not ready to sign the certificate until the outstanding issues are resolved. Commissioner Wiegelman stated that he would like to see all parties involved meet at the water plant, simulate situations, makes fixes and then they would be ready.

Mike Trainque of Hoyle, Tanner and Associated reviewed the bid tabulations with the Commissioners for the Bulter Street Sewer Line Replacement project. The Commissioners asked if he could provide a proposal to the Commission for project oversight. Dave and Mike agreed and will provide one for the April 9 meeting.

Phyllis Posy of Atlantium approached the Commissioners to discuss the existing issues with the new system at the water plant. She stated that she is very concerned that the Commissioners are not happy and that they want to make sure they have done everything they can to remedy the situation. Ms. Posy gave a presentation of what the system is doing. Dave Edson asked if the system is being monitored remotely by Atlantium. Phyllis stated that it is being monitored by them. Ms. Posy stated that there are some outstanding items that need to be taken care of by other vendors before Atlantium can complete their portion. Dave Edson asked about the current flow meter issue. Phyllis stated that Atlantium has a contract with the flow meter company through December 12, 2015, and that they are working to have them resolve the issues. Ms. Posy strongly recommended to the Commissioners that they continue with a service agreement with the flow meter company when Atlantiums contract runs out. A plan to move forward to resolve outstanding issues was discussed, outlined and tentatively scheduled. Dave Edson will follow up with everyone on the scheduling. Phyllis stated that once the outstanding items are completed she would like to have conferences weekly with Joe Damour to make sure everything

is operating well. The Commissioners thanked Ms. Posy and Rob Trzepacz for taking the time to meet with them.

8:25 pm Dave Edson, Mike Trainque, Phyllis Posy and Rob Trzepacz left the meeting.

Joe Damour advised the Commissioners that he is currently working with a property on Center Road that has a frozen water service line. He stated that they are hauling water to them every other day while they are working on the system.

Joe stated that he would like to start planning summer projects and this year he would like to replace the valves on School Street/Henniker Street; and Cross Street. In preparation, he will look at what materials will be needed and order them.

Commissioner Mellen asked Joe if he would prepare a new service contract for the Commission. Joe stated he will get that to them.

8:55 pm Joe Damour left the meeting.

Chris Sieg thanked the Commissioners for taking the time to answer questions for him. He stated that he will think about their offer to fill the vacant Commissioner position and let them know his decision. The Commissioners thanked Chris for taking the time to attend the meeting and look forward to hearing from him.

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

Meeting was adjourned at 9:05 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Peter Mellen

Herman Wiegelman  
Water and Sewer Commissioners  
Town of Hillsborough