

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

Meeting called to order 6:00 pm. Present were Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; and, Penny Griffin, Administrator.

Jane Williams approached the Commissioners. She stated that she was there as the chairman of the Economic Development Committee (EDC) and as a realtor. She stated that to do her job she needs to be able to tell prospective commercial clients how much it costs to hook to the water and sewer in Hillsborough, but that the information isn't available anywhere and she believes it should be. Ms. Williams stated that not knowing where water and sewer services are located is also a problem. She stated that she has heard that someone has recently dropped off a copy of the water and sewer maps with Iris at the town office and she is having them put on the tax maps.

Penny Griffin advised Ms. Williams that the maps had been sent to Robyn Payson, Town Planner, a year ago. Ms. Williams stated that Ms. Payson states she has been unable to find those files. Ms. Williams stated these are some of the issues she faces in doing her job because after tracking down people to get answers, and the EDC meeting only monthly, 3 months has gone by and those clients that were inquiring have moved on to other communities.

Commissioner Mellen asked if she was referring to properties that are currently on the system or if they are asking if they can get service to a property not currently in a serviced area. Ms. Williams stated she did not know. Commissioner Mellen stated that if there is ever any question on the availability of water or sewer she should contact Mrs. Griffin in the office and she could answer that question immediately or if not, in a very short time.

Commissioner Mellen went on to say that in terms of the permit fees to hook up, those are fixed and they are published on the website. He then gave Ms. Williams a copy of the permit application and went over it to ensure she understood it. Ms. Williams thanked him for the information. She then stated that the EDC would like to know if the Commission would have Wastewater Treatment Plant Operator Paul Dutton attend their meetings the 4th Thursday of every month from 9 am to 10 am. She stated that she believes it would be a good representation of the Commission to have an employee attend the meetings. She has heard Mr. Dutton is very knowledgeable and they would be able to ask questions of him as they begin to focus on town infrastructure; and, he would be able to give prospective clients the answers or guidance while they are there in the meeting.

Commissioner Mellen asked if Commissioner Wiegelman was still on that committee. Commissioner Wiegelman stated he is but had not been in attendance the last few meetings. Commissioner Mellen stated that they have discussed it with Mr. Dutton previously and he is not comfortable with attending. Ms. Williams asked if water and sewer was ever going to be put up Penstock Hill towards the Legion. Commissioner Mellen asked if she was familiar with the capacity issues. She stated that she was. Commissioner Mellen went on to explain that the application to expand the capacity of the wastewater treatment facility (WWTF) remains under EPA review, and it is unknown if any new restrictions will be attached to that expansion. Commissioner Mellen stated that at this time there are 32,000 gallons per day of capacity available at the WWTF and they have asked for and expect to be approved for an additional 100,000 gpd of capacity for a total of 132,000 gpd. He stated that they are also continuing to focus on the removal of inflow and infiltration (I/I) which will also add available capacity. Commissioner Mellen stated that he believes once we receive the requested increase on this permit there will not be any more increases allowed to this plant and an entirely new plant, in

roughly the amount of \$20 million dollars, will need to be built – possibility with an entirely different treatment process - because as EPA looks at it, many surrounding communities also discharge to the Contoocook River and the river can only take so much.

Ms. Williams stated that the EDC looks to get grants for such projects which could cover half the cost. She also suggested it could be a TIF (Tax Increment Financing) project. She stated that we need to start planning now to have it resolved in 5 years. Ms. Williams stated that those numbers should be being brought up at every meeting to get those numbers out so that the townspeople are not surprised when it comes time to build a new plant. Ms. Williams asked if the current available capacity could handle a 25 person manufacturing business, a 200 seat restaurant, and a doc-in-a-box.

Commissioner Mellen explained that they would need to know the required flows and they would refer to the state table 1008 as a reference. Commissioner Mellen stated that the high user in that scenario is the 200 seat restaurant and the others don't have that much flow, but the commission would need more information to make that determination. Ms. Williams stated that the problem is that if you hesitate or "hiccup" the potential client is gone so we need to "yes" them or be able to tell them "I think it can work" initially to keep them interested and work out the details later. Commissioner Mellen stated that they can answer their questions; however, they do not always like the answers.

Commissioner Mellen stated that he would attend the April 27th EDC meeting in Paul Dutton's stead and then the Commission will see about future meetings. Ms. Williams stated that would be a good start and thinks it will be helpful. Commissioner Mellen stated that in terms of expanding the water service area up Penstock Hill, there is plenty of water; however, it is a gravity system so getting sufficient water pressure at that elevation could be an issue. He explained that they have been approached and asked about expanding up there but no one has come back. Ms. Williams stated that is what she is talking about and that is why it is so important to tell them it is possible so they don't walk away.

Commissioner Mellen stated that there is a lot of sewer and water in the ground that is not being utilized. He stated that a developer may have to deal with different land owners to get what they want but it is cheaper in the long run than expanding the system. Ms. Williams stated that is the type of information they need to have for prospective developers. Commissioner Mellen stated that the town planner should be familiar with where water and sewer currently exists as well as available property. He reiterated that if they have any questions to contact the office. Ms. Williams stated that she looks forward to Commissioner Mellen attending the meeting and working on moving forward to welcome new commercial development.

6:35 pm Jane Williams left the meeting; and, Joe Damour and Cody Boisvert of WSO+ arrived at the meeting.

Joe Damour presented the 2017 Consumer Confidence Report (CCR) to be published. Penny Griffin stated that notification of its availability will go out at the time of the May bills.

Commissioner Mellen asked Mr. Damour and Mr. Boisvert if they had an opportunity to review the plans for the Weatherstone development. Mr. Damour stated that they had briefly reviewed them. The Commissioners reviewed the plans with Mr. Damour and Mr. Boisvert.

6:45pm Cole Melendy of Underwood Engineers and Paul Dutton, WWTF Operator, arrived at the meeting.

Cole Melendy presented the group with copies of Underwood Engineers review of the Weatherstone plans. Each item of the report was reviewed and discussed. Mr. Melendy pointed out that even though the water and sewer systems for the development are said to remain private by Mr. Black at previous meetings, it is important to ensure the maintenance of the systems are addressed and quality of construction is optimum in order to protect the existing system.

It was noted that it appears that preliminary water flow test information provided by Underwood Engineers to the developer as a courtesy to compare to previous fire flow tests the developer did in 2014 was used for their design. Mr. Melendy stated that the flow test Underwood performed was not a fire flow test completed in accordance with NFPA 291 and Underwood Engineers had the Weatherstone project engineers, Jones and Beach, sign an Information Transfer Release prior to giving them the information. The release specifically stated that Underwood's fire flow test was not to be used in the design process for the Weatherstone project. The developer will need to perform their own flow test in accordance with NFPA requirements and submit that information for review.

There was a lengthy discussion regarding the path the developers have chosen to install the water and sewer lines as the proposed 2:1 embankment poses issues for cleaning/inspection and repairs. Other options to present to the applicant were discussed. The proposed location for the pump station was discussed as it appears to be in the 100-year flood plain per the Flood Insurance Rate Maps (FIRM). A discussion was held regarding the West Main sewer pump station. Mr. Melendy stated that upon initial review, the West Main pump station could be a limiting factor. All agreed to further evaluate the West Main pump station to continue the review. Commissioner Sieg asked Mr. Melendy if this is what a typical development plan review is like. Mr. Melendy stated that this one has been a bit more challenging than other Wal-Mart development reviews have been.

9 pm Joe Damour and Cody Boisvert left the meeting.

Cole Melendy advised the Commissioners that NHDOT has stated that they do not have the funds to repair drainage on Bridge Street this year while the road is opened for the sewer main replacement. NHDOT has also stated that they would like the Commission to only shim pave Bridge Street when the job is completed as they intend to overlay it in the future. A discussion was held regarding the pros and cons of shimming versus complete paving. Paul Dutton stated that if they only shim at the end of the project he is concerned as he will have to hire a company to jackhammer around each of the manholes, put riser rings on them and repave around them in preparation for NHDOT paving. A discussion was held regarding the cost of complete paving at the end of the job versus the process of raising the manholes later. Commissioner Mellen asked Mr. Melendy to look into the cost of completing the paving so they could weigh the options. Paul Dutton stated that he suspects the cost for complete paving will be about the same as the cost to go back in and raise all the manholes later. Mr. Melendy presented the NHDOT approved detour routes for the Bridge Street project. They were reviewed and discussed.

The recently submitted Quality Assurance Manual (QAM) was discussed. Mr. Melendy stated that NHDES has completed their review and has required duplicate ecoli testing every three (3) weeks. He also stated that they have asked that Paul Dutton use a different method for his TSS tests. A discussion was held and Paul stated that he currently uses the Environmental Protection Agency (EPA) USGS method I-3765-85.

9:50 pm Paul Dutton and Cole Melendy left the meeting.

Commissioner Herm Wiegelman motioned to nominate Commissioner Peter Mellen for the Chairman position of the board. Commissioner Chris Sieg seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the March 9, 2017, meeting minutes, AP vouchers number 6 for 2017 water in the amount of \$66,504.11, and, sewer in the amount of \$19,681.13; and, time cards.

The Commissioners discussed customer notification of the upcoming water rate increase. Penny Griffin will draft a letter to the customers for the Commissioners to review.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor. Meeting adjourned 10:30 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