

Town of Hillsborough Water & Sewer Commission
March 9, 2017 Meeting Minutes

Meeting called to order 6:00 pm. Present were Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; Paul Dutton, WWTF Operator; Cole Melendy of Underwood Engineers, and, Penny Griffin, Administrator.

Cole Melendy reported that they are in the process of addressing comments made by NHDES on the quality control manual for the wastewater plant and Paul Dutton will need to sign it for resubmission.

Mr. Melendy presented ESR 6 to complete the 2016 annual report for the sewer collection system per the Town of Hillsborough Waste Water facility (WWTF) National Pollutant Discharge Elimination System (NPDES) Permit requirement. Cole stated that the report is due at the end of the month. A discussion was held regarding the information needed for the report; Cole will contact Penny Griffin and Paul Dutton to obtain the needed materials. Commissioner Wiegelman motioned to authorize ESR6. Commissioner Sieg seconded the motion. All voted in favor.

Cole also presented ESR 3A for building inspection assistance for the Bridge Street sewer replacement project. The plan to perform visual basement inspections and complete inspection forms to document the presence and location of observed illicit connections was discussed. Cole stated that it also includes a final memo with a suggested mitigation approach for any found. Paul Dutton asked when they intend to do it. Commissioner Mellen stated that it should be completed as soon as possible. Cole stated that it would take about sixty (60) days to complete. He stated they will prepare a suggested notification letter to use to help inform residents about the project. In the letter it will be requested that the property owner contact the office to schedule an appointment. Cole will discuss and confirm dates for appointments with Paul Dutton at a later date. A discussion was held regarding the level of paving required by NHDOT for the project. Cole stated that NHDOT has stated that they will only need to shim the area and they will do an overlay the next year. Paul Dutton stated that would cause extra expense to the sewer department as the manholes would all need to be jack hammered up, raise them and pave around them before NHDOT could overlay the road. He also stated that it does not make sense to put risers on new manholes. Commissioner Mellen questioned whether it may be worth it to overlay the road at the time of the project to avoid that. Cole stated that he would look into the price difference and report back to the commission. Commissioner Mellen motioned to authorize ESR 3A for building inspection assistance for the Bridge Street sewer replacement project. Commissioner Wiegelman seconded the motion. All voted in favor.

6:35 pm Mike Black and Wayne Morrill of the Weatherstone Development entered the meeting.

Mr. Black stated they were there to submit a new set of plans for the engineering review for the project. Commissioner Mellen asked if he was able to obtain an easement to put the pump station in the Eversource easement. Wayne Morrill stated that Eversource will not allow it to be built there so Mike Black has been working with the owners of 13 & 15 Antrim Road to put it between their parking lot and the river. Mr. Black stated that NHDOT has put some restrictions on them that have caused changes to the first plans submitted. They have stated that there cannot be a new sewer force main installed; they

must use the existing one. A discussion was held regarding what is currently in use. Mike went on to explain that they cannot dig Route 202 to install their water line; they will have to directional drill under the road to reach the town's main. A discussion was held regarding how they plan to install the water line. Mr. Black stated that they are going to put a hydrant with a stub for the town should they want to extend the water main in the future. The plans were reviewed and discussed. Commissioner Mellen asked Mr. Black if the water and sewer lines were going to remain private. Both Mike Black and Wayne Morrill stated yes. Commissioner Mellen suggested they be sure to keep all their records for future use. Mr. Black gave Cole Melendy a set of plans to review. He asked Cole how long the review would take. Cole stated that it typically takes 2 to 3 weeks. Mr. Black asked how long the NHDES review general takes. Cole stated that he plans on a month to receive comments from NHDES after a review; then after their comments are addressed it will need to be re-reviewed by NHDES and that time frame is usually shorter. Commissioner Mellen asked if the review looks at the impact of the development to the West Main Street pump station. Cole stated that the review looks at the complete downstream hydraulic impact of the development.

7:30 pm Mike Black, Wayne Morrill and Cole Melendy left the meeting.

Paul Dutton advised the Commissioners that the flows at the WWTF have been up and he believes most of the increase is due to sump pumps. A discussion was held regarding the importance of inspecting for these types of illicit connections.

A discussion was held regarding a water leak that had occurred on Henniker Street the previous week. The leak was repaired on Tuesday.

A discussion was held regarding a complaint of dirty water on Blair Avenue. Penny advised the Commissioners that Cody Boisvert of WSO+ has responded to the call and flushed the water line which has seemed to resolve the issue. Paul Dutton stated that he believes the water line on Blair Avenue should be flushed more often but people in the area complain because it runs them out of water so he doesn't flush as long as he believes is required. He stated that he plans on flushing that line a couple of times this year outside of the regular hydrant flushing program.

8:25 pm Paul Dutton left the meeting.

The Commissioners reviewed and authorized the February 28, 2017, meeting minutes, AP vouchers number 5 for 2017 water in the amount of \$3,214.96, and, sewer in the amount of \$12,130.02; and, time cards.

The Commissioners continued their discussions regarding the water plant operator. Commissioner Sieg stated he has spoken with Wade Pelham of NHDES for his guidance. Mr. Pelham has provided information for the commission to review and investigate. The Commissioners agreed to continue to review their options and discussions on this topic at future meetings.

The Commissioners discussed sign options for the water treatment facility as the one that was previously there fell and broke over this past winter. Penny has requested a quote for replacement from Maine Line Graphics as they provided the last one. She will forward any information she receives from them to the Commissioners for review. Due to the high winds that come off the pond at times, the Commissioners discussed installing a

stainless steel sign with cut outs that would allow for the wind to pass through without destroying the sign. Commissioner Sieg will proceed to work on this idea. The Commissioners agreed to continue reviewing options at a future meeting.

Commissioner Sieg motioned to adjourn the meeting. Commissioner Wiegelman seconded the motion. All voted in favor. Meeting adjourned 8:45 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