

**Town of Hillsborough Water & Sewer Commission  
April 12, 2018 Meeting Minutes**

Meeting called to order 6:00p.m. Present were Commissioners Peter Mellen, Chris Sieg, and Dave Lewis; Paul Dutton, WWTF Operator; and, Penny Griffin, Administrator.

A discussion was held regarding the land clearing that needs to be done outside the fence at the wastewater plant. Commissioner Mellen asked Paul Dutton to obtain a couple more quotes for the Commission to review and decide the best option for the clearing. Paul Dutton stated that the abutting property owner will need to be contacted to discuss the clearing as a portion of their property will need to be utilized in order to clear the required area. He also suggested contacting the Conservation Commission to discuss the project. Commissioner Lewis asked if there is an insurance standard that the contractor will be required to have. Mr. Dutton stated that we do require proof of insurance from contractors.

6:10 pm Selectman Jon Daley entered the meeting.

Paul Dutton stated that the Commission is lucky to have Commissioner Sieg on the board as his knowledge has proved to be very valuable in resolving issues in the system. Paul explained that the Bear Hill pump station had failed earlier in the week and Commissioner Sieg was able to review the issue and get it back running. Commissioner Sieg stated that it is back up and running; however, over the summer they will need to replace some control items. Commissioner Sieg stated that they will also be installing the same data collection telemetry they have implemented at the West Main Street pump station and working on getting a generator installed as well. A discussion was held regarding the pumps installed at the Bear Hill Road pump station. A brief discussion was also held regarding a generator for the pump station and the generators installed at other water and sewer facilities.

The group spoke about the sewage grinder wanted for the West Main Street pump station. Commissioner Lewis asked if "Muffin Monsters" had been looked at. A quote previously obtained was reviewed and it was confirmed that "Muffin Monsters" were the units quoted. All agreed it would be beneficial to speak with other communities that have "Muffin Monsters" installed to get their opinion and to speak with the manufacturer regarding recommended local installers. It was agreed that the installation of a sewage grinder to West Main Street pump station would not qualify as part of the upgrade potentially needed for the Weatherstone project.

Commissioner Mellen advised the board that he spoke with Laura Buono regarding town vehicle use policy. He confirmed that town employees are not allowed to take town vehicles home. Commissioner Mellen stated he also questioned whether employees receive reimbursement for personal vehicle use to come in while on call to which he was also told no. The group agreed to remain consistent and continue using the town policy.

7:15 pm Paul Dutton left the meeting.

Penny Griffin advised the Commissioners that beginning April 1, 2018 the town increased the employee 401A contribution match to 8%. Selectman Daley confirmed the policy increase. Commissioner Sieg motioned to follow town policy, and increase the employee 401A contribution match to 8% beginning April 1, 2018. Commissioner Lewis seconded the motion. All voted in favor.

Selectman Daley advised the commissioners that the Economic Development Committee (EDC)

has requested that a representative from water and sewer attend all of their meetings. Selectman Daley suggested that a representative attend the next EDC meeting to be held on Thursday, May 10 at 9am and talk with the group to negotiate future attendance as the meetings are held during the day and each of the commissioners have regular jobs.

A discussion was held as to the direction the EDC is suggesting future town growth will go and the planning for that. Selectman Daley stated that the town planner, Robyn Payson has recently agreed that she is responsible for the planning of that growth which includes planning for the water and sewer to support that growth if it is within an area that is unable to be served by the existing systems. Commissioner Lewis suggested that the EDC or planner hire Underwood Engineers, who has the town's current water and sewer system information, to do a build out analysis. He explained that the engineers work with the planner to determine where they want development and what kind of development they want and/or expect. They would then be able to study the information and advise the town on what would be needed to install infrastructure in that area and an estimated cost. A discussion was held regarding the Commissioners ability to attend the EDC meetings. Commissioner Mellen motioned that he would attend the May 10th EDC meeting and negotiate future EDC meeting attendance. Future attendance at EDC meetings would rotate based on seniority with the most senior to the least senior and then the administrator. Commissioner Sieg seconded the motion. All voted in favor.

A discussion was held regarding the disposal of old chlorine barrels currently in the old chlorination station on Bible Hill. Commissioner Sieg will speak with Luke Levesque at the transfer station to see if they can be disposed of at the upcoming hazardous waste collection day on May 12.

Commissioner Mellen stated that Laura Buono communicated with him that, per legal advice she received, he can sign the Notice of Award. Commissioner Mellen motioned to authorize the Notice of Award to Neil H. Daniels, Inc. the Bridge Street Sewer Replacement contract in the amount of \$508,375.00. Commissioner Dave Lewis seconded the motion. All voted in favor.

Commissioner Lewis asked Penny Griffin to verify with Cole Melendy that the bond and the insurance provided from the contractor is to the Town of Hillsborough Water and Sewer. He also asked Penny to find out if a separate bond will be required for NHDOT for the road.

A discussion was held regarding the Bridge Street project pre-construction meeting. All agreed that April 24 at 10am works best. Penny Griffin will post the meeting as required for a quorum of Commissioners to attend. Commissioner Lewis asked Penny to request that the resident engineer for the project attend the pre-construction meeting if available.

The Commissioners reviewed Underwood Engineers ESR 13 for Construction engineering services. Commissioner Mellen motioned to authorize ESR 13 from Underwood Engineers for construction engineering services for the Bridge Street sewer main replacement project in the amount of \$89,600.00. Commissioner Dave Lewis seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the March 27, 2018, meeting minutes; 2018 AP voucher #8 for water in the amount of \$13,801.14 and for sewer in the amount of \$12,435.60; and time cards.

Commissioner Peter Mellen made a motion to reverse the previous motion regarding EDC meeting attendance and stated that he would attend all EDC meetings unless he has a conflict. Commissioner Sieg seconded the motion. All voted in favor.

Commissioner Sieg motioned to adjourn the meeting. Commissioner Lewis seconded the motion. All voted in favor.

Meeting adjourned 8:30p.m.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg

Dave Lewis  
Water and Sewer Commissioners