

Town of Hillsborough Water & Sewer Commission
April 13, 2017 Meeting Minutes

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

Also in attendance were Mike Black and Wayne Morrill of the Weatherstone Project.

Wayne Morrill stated that they were in attendance to go over a couple of items in Underwood Engineers first review of their plans. He stated that they have redesigned the route for the water and sewer lines to their site per their suggestion. The lines are now designed to be installed in their access road. Commissioner Mellen asked if they had considered installing them on the service road. Mr. Morrill stated that the service road has a higher slope therefore the access road makes more sense.

A discussion was held regarding different water pipe materials and Mr. Blacks request to use HDPE pipe on their property and to use the specified ductile iron for the municipal system lines. The Commissioners agreed that if Underwood Engineers reviews their request and approves it, the Commission has no objections.

Mr. Morrill stated that they do not have the water tank design yet as it comes from the tenant. He will forward it to Underwood Engineers as soon as he receives it.

Mr. Morrill stated that the sewer system from the manhole in West Main Street through the development will remain a private line that they will hire someone to maintain; this includes the pump station. Commissioner Mellen asked if they have been able to obtain easements from the other property owner. Mr. Black stated that they have and that he will forward a copy of it to Penny Griffin for the Commissions' records.

A discussion was held regarding the line depth specification. Mr. Morrill stated that they would like a waiver from the Town's specification, which is more stringent than the states specification, as their design meets the states specification and it is also a private line. Again, the Commissioners referred him to Underwood Engineers for their review and approval.

Mr. Morrill requested to set an appointment the following week to inspect the manhole they intend to connect to. Penny Griffin will coordinate the meeting.

A discussion was held on Underwood Engineers concern regarding the ability of the West Main Street sewer pump station to handle more flow. The Commission explained that they too were surprised by this comment. Commissioner Sieg stated that this is the reason that the engineering reviews are necessary. Commissioner Mellen advised Mr. Morrill and Mr. Black that Underwood Engineers are already collecting more flow data in order to make a better determination but at this time they have no new information.

The water pressure required at the development was discussed. Mr. Morrill stated that he will need to discuss it with the future tenant; they may need to install a booster pump.

Commissioner Mellen asked if Mr. Black would be willing to grant an easement to the Town of Hillsborough Water Commission granting them access to the hydrants within the development to add to their hydrant flushing program. Mr. Black asked if it the easement would be just to flush the hydrants. Commissioner Mellen confirmed it would only be to flush the hydrants as this is important for maintenance of the system. Mr. Black and Mr. Morrill agreed.

7 pm Mike Black and Wayne Morrill left the meeting.

The Commission reviewed and discussed a letter from Doug Hatfield, Trustee of the Smith Memorial Church regarding the term "restaurant" being used for that facility. Commissioner Sieg requested, and all Commissioners agreed, to contact Doug Hatfield directly to explain they are not labeled a restaurant; however, as Meals On Wheels serves food at their location five (5) days per week, they are assessed sewer units using the same town regulation:

§181-51 A. (4) Restaurants, taverns, bars, grills, lodges, stores, fraternal, charitable and religious organizations which maintain facilities for the preparation of food and/or beverages and/or the serving of food and/or beverages, in the event that said food and beverage facilities are in use five days per week or more, shall be charged one unit for each 15 seating spaces, or fraction thereof. Seats used seasonally, seasonally being defined as in use for no more than 7 months a year, shall be billed at one half the normal seat rate. (amended 10-25-2016)

A discussion was held regarding the necessity of a grease trap to be installed at the Smith Memorial church. Commissioner Sieg stated that as a friend of the church he would contact the appropriate people to discuss the installation of a grease trap and update the board at a future meeting.

The Commissioners reviewed and authorized the March 28, 2017, meeting minutes, AP vouchers number 7 for 2017 water in the amount of \$22,665.26, and, sewer in the amount of \$14,330.52; and, time cards.

The Commissioners discussed scheduling a meeting with the Bridge Street property owners who are connected to the sewer main being replaced. All agreed to invite them to the May 11 meeting at 6 pm to answer any of their questions.

Commissioner Sieg advised the board that the new sign for the water plant is complete and he will be installing it.

Commissioner Mellen motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor. Meeting adjourned 8:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by: Date:

Peter Mellen, Chairman

Chris Sieg
Water and Sewer Commissioners
Town of Hillsborough