

Town of Hillsborough Water & Sewer Commission
April 14, 2016 Meeting Minutes

Meeting called to order 6 pm. Present were Commissioners Peter Mellen, Herm Wiegelman, and Chris Sieg; Paul Dutton, WWTF Operator; and, Penny Griffin, Administrator.

Commissioner Wiegelman stated that at the last Economic Development committee meeting Laura Buono nominated Paul Dutton to the committee and he was placed on the committee. Paul Dutton stated that he knew nothing about it and is not interested in serving on the committee.

The Commissioners reviewed a Change of Occupancy form for a new business at 27 West Main Street. The Commissioners agreed that the business is retail and does not have any backflow or grease trap requirements. Commissioner Wiegelman motioned to approve the Change of Occupancy as presented. Commissioner Sieg seconded the motion. All voted in favor.

The Commissioners reviewed a recent inspection performed at 6 Park Place regarding the completion of an apartment on the property. Paul Dutton and the Town Assessor inspected the property on March 30th and found that the apartment is not complete. There is no plumbing currently in the apartment space. The Assessor is changing the property type from a 2 family to a 1 family and will re-inspect in 1 year. Commissioner Mellen motioned to change the number of sewer units being billed to the property from 2 to 1 for future billing until a certificate of occupancy is issued from the town; and, to issue an abatement in the amount of \$90 (1 sewer unit) to the 2016 first issue sewer bill. Commissioner Wiegelman seconded the motion. All voted in favor.

The Commissioners discussed a proposed drinking fountain installation at Grimes Field where the old bathrooms were located. The new bathroom facility was voted down at the 2016 Town Meeting but the parks board and selectmen would like to install the drinking fountain this year. In an effort to save the Town money, Paul Dutton suggested that a meter pit be installed on the current water line to house the meter which will be able to be utilized for the fountain this year and the bathrooms when built. He stated that they would need to make sure that the meter pit is installed outside of the proposed footprint of the new building. Paul informed the Commissioners that the water commission provides meters to customers but the cost of the meter pit and installation is the responsibility of the customer. The Commissioners reviewed the cost of a meter pit which is \$783.57. Commissioner Sieg motioned to provide the meter pit to the Town at no cost given it is a Community project. Commissioner Wiegelman seconded the motion. All voted in favor. The Commissioners asked Penny to notify the involved Town personnel of their decision.

The Commissioners reviewed documents sent to the Commission from the Town office regarding property clearing recommended by NHDES around the waste water treatment plant (WWTF). The documents were produced in 2010 following a dam inspection by NHDES and sent to the selectmen. Maps were reviewed to confirm the areas referenced in the documents. The Commissioners agreed that the areas discussed in the letters that need clearing are outside the fenced area at the WWTF that the Commission historically does not maintain. The Commissioners agreed that Commissioner Mellen will meet with Laura Buono to discuss the issue as the clearing recommended is on Town property.

Penny Griffin advised the Commission that Cody Boisvert of WSO+, the water system operator, has placed an order for replacement UV bulbs for the water treatment plant. He has also been advised from Ted Rafka of Atlantium that the bulbs will need to be replaced about every eight (8) months. A discussion was held regarding the current procedure of putting money into the capital reserve account set up for replacement UV bulbs versus putting the replacement cost into future operating budgets due to the updated schedule of bulb replacement. All agreed that beginning with the 2017 budget the cost of the replacement UV bulbs will be included in the operating budgets.

Penny Griffin advised the Commissioners that Joe Damour and Cody Boisvert of WSO+ are currently investigating a water pressure complaint from 147 East Washington Road. The customer has stated that it has been happening for about a year. Cody has met with the customer and he and Joe will review changes made to the system over the last year that may be the cause and make adjustments.

The upcoming hydrant flushing was discussed. Commissioner Sieg asked if a distribution license must be held to do hydrant flushing. Paul stated he was unaware of such a requirement and suggested they ask Joe Damour of WSO+. Paul Dutton stated that he and Eric Edwards would like to start the flushing in June. The Commissioners asked Paul to send them a copy of the current flushing plan so they can see the information collected during prior flushing's. Paul will get the information for them. The Commissioners agreed to schedule hydrant flushing for the months of June and July.

The Commissioners discussed selecting an engineering firm for waste water. Paul Dutton advised the commissioners that samples need to be taken during the month of April for the Ground Water permit and the engineering firm usually handles that as they must produce the report for NHDES. He also stated that per NHDES it is important to have an engineer on retainer. Commissioner Mellen asked Paul his opinion of the engineers they have looked at for the position. Paul stated that he is familiar with and has worked with Cole Melendy of Underwood Engineers. The Commissioners asked Penny to contact Underwood Engineers for proposals for the Ground Water Monitoring permit and to review the design submittals for the Weatherstone project to include system impact evaluations. They also asked her to obtain documentation on how they will charge if retained as the engineer for the sewer commission.

Commissioner Mellen advised Paul Dutton that NHDOT has marked areas on Center Road for paving. Paul stated that he would visit the site to determine what needs to be done for work in the area.

Paul Dutton informed the Commissioners that the lining of the sewer main in Henniker Street will be scheduled prior to the town paving as Ted Berry Company will have to do work on the manholes during the lining project.

The Commissioners reviewed an application for new service submitted for the Weatherstone project. Penny conveyed a question Mr. Black had asked when he dropped off the application regarding what would happen if they processed the application submitted for five (5) buildings and he finds out he only needs two (2). Mr. Black stated to Penny when the application was submitted that he is a couple weeks away from finding out if he would need 2 or 5 buildings. Commissioner Mellen stated that the accessibility fee structure would not be changing within the next month as the final report and meetings regarding the report still need

to happen; therefore, he suggested offering the option to Mr. Black to hold off the couple of weeks to finalize his application submittal. All agreed that this offer would benefit the developer as the application would need to be updated and a new set of plans submitted if only 2 buildings were needed. Mr. Black also requested the amount needed for the escrow account to cover the costs of engineering review. The Commissioners agreed they would be able to give Mr. Black that information once they receive the cost estimate from the engineer. The Commissioners asked Penny to contact Mr. Black to relay their offer to hold off and to advise him that if he wishes to continue with the submitted application two (2) checks would need to be submitted to make the application complete; one to Hillsborough Water in the amount of \$37,500 and one to Hillsborough Sewer in the amount of \$37,500.

Commissioner Mellen asked Penny to also ask Underwood Engineers for an estimate of cost for inspection during construction of the Weatherstone project so the Commission can advise Mr. Black of that cost as well.

The Commissioners reviewed and authorized March 22, 2016, meeting minutes, AP vouchers number 7 for water in the amount of \$26,508.59 and sewer in the amount of \$22,929.59, and time cards.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor. Meeting adjourned 8:20 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