

**Hillsborough NH Water and Sewer Commissioners**  
**April 22, 2014 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Herm Wiegelman and Peter Mellen; Keith Gilbert of Water Systems Operators; and, Penny Griffin, Administrator.

Andy Malone and Cheryl Blackwood of OSRAM arrived at the meeting. Mr. Malone said they were there for an update on the time line to repair Depot Street water line. Ms. Blackwood explained that they have extended their lease by 3 months at their current warehouse facility and need to be in the new Norton Drive facility before the end of that 3 month time. Commissioner Parker stated that the Commission has been in working on scheduling the project. He explained that the proposed project entails replacing a valve in the center of town and replacing 1,000 feet of water line down Depot Street. Keith Gilbert stated that he expects the project to take a couple weeks to complete. Mr. Malone stated that new flow tests will need to be done when the job is complete and OSRAM will have work to complete to get the building ready to move into so it would be appreciated if the job can be completed by the end of June. All agreed that there is sufficient time to complete the job in the time line they are requesting. Keith Gilbert asked what flow rates OSRAM is looking for. Andy will email the information to the Commission. Ms. Blackwood thanked the Commissioners for moving forward on this project although it was not a budgeted item. Commissioner Mellen asked if there may be any contribution towards the project from OSRAM. Ms. Blackwood asked that the Commissioners put together a request and forward it to Andy Malone for OSRAM to review. Ms. Blackwood and Mr. Malone left the meeting.

Commissioner Wiegelman stated that he thinks it is important to get moving on the Depot Street project. Keith Gilbert stated that he will check on the materials for the project. Commissioner Parker will get an estimate from the contractor.

Keith Gilbert advised the Commissioners that he has unsuccessfully been chasing what appears to be a water leak on Blair Avenue. He will contact Granite State Rural Water to see if they can help locate it.

6:30 pm Dave Edson of Hoyle, Tanner & Associates arrived at the meeting.

Dave advised the Commissioner that a construction meeting had been scheduled for today but the contractor did not attend so they were unable to hold the meeting. He will get in touch with contractor and reschedule. Dave stated that substantial completion deadline is May 8<sup>th</sup> and June 7<sup>th</sup> for final completion. Dave presented Change Order #2 for the power cables from the electrician and wiring to the Chemscan analyzer. Commissioner Parker motioned to approve the change order for the cables and wiring as presented. Commissioner Wiegelman seconded the motion. All voted in favor. Mr. Edson advised the Commissioners that he will have another change order to move the sample pumps at the next meeting. A discussion was held regarding public education. Dave will prepare a notice and forward it to the Commissioners for approval and to be included in the next bill mailing. A discussion was held regarding NHDES suggestion to send out a violation notice for the TTHM and HAA5 limits. The Commissioners agreed not to send out the notice at this time.

7:30 pm Keith Gilbert and Dave Edson left the meeting.

The Commissioners reviewed an application for 59 Henniker Street. The Commissioners agreed that it is not a change of use but noted the following comments:

1. Water and Sewer has the capacity to provide services as proposed.
2. The owner of the property must contact the Water and Sewer Commission prior to any demolition and/or construction.
3. Water and Sewer records indicate that the water service for 63 Henniker Street passes through the subject property.

The Commissioners asked Penny to contact the engineering firm and ask that a full size set of plans be forwarded to the Commission to review.

A Change of Use application for 12 Church Street was reviewed. Commissioner Wiegelman motioned to approve the application to add an apartment to the existing building as presented. Commissioner Mellen seconded the motion. All voted in favor.

Commissioner Parker advised the other Commissioners that he has spoken to NHDES regarding the plans for Hoyt Lane and NHDES states that plans need to be engineered and submitted to them for approval. The Commissioners agreed to have Moser Engineering draw up the plans for the new manhole and 100 feet pipe replacement.

The Commissioners reviewed and approved AP vouchers, past meeting minutes, and time cards.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Mellen seconded the motion. All voted in favor.

Meeting was adjourned at 9:20 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Doug Parker

Herm Wiegelman

Peter Mellen  
Water and Sewer Commissioners  
Town of Hillsborough