

Town of Hillsborough Water & Sewer Commission
April 24, 2018 Meeting Minutes

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

A discussion was held regarding the land clearing that needs to be done outside the fence at the wastewater plant. Penny Griffin advised the Commissioners that Paul Dutton had requested quotes from 2 other vendors for the work; neither one has submitted a quote. The Commissioners reviewed the quote previously submitted from John Brown & Sons Inc. Commissioner Mellen suggested that the Conservation Commission and Bob Gould should be contacted to review the project as it may impact the abutting conservation land. Commissioner Sieg motioned to approve the quote submitted from John Brown & Sons Inc. for the amount of \$4,200 for land clearing – dam foot print and waste water plant fence line, as outlined in the quote pending conservation commission approval. Commissioner Mellen seconded the motion. All voted in favor.

A discussion was held regarding proof of insurance and required insurance limits for hired contractors. Commissioner Lewis asked Penny to see if the Town has required insurance limits and, if so, are they are published.

A meeting for the residents in the surrounding area of the upcoming Bridge Street sewer main replacement project was discussed. It was determined that the meeting would be held during their regularly scheduled May 22, 2018, meeting at 7 pm. The Commissioners asked Penny to book the fire station meeting room if available. A suggested letter and list of the residents of the area was reviewed and finalized.

Commissioner Mellen reported that he has obtained a signed Temporary Agreement for Entry and Access from all but 3 of the properties whose sewer service line is currently attached to the sewer main scheduled to be replaced on Bridge Street. These signed documents authorize the sewer service line for the property to be replaced as part of the project. Commissioner Mellen will continue to work on obtaining the last 3 authorizations.

Test pit areas for the Bridge Street project were reviewed. Commissioner Lewis suggested that the Commission have the opportunity to review the results of these test pits with the contractor.

The Commissioners discussed what work needs to be done for water and sewer on West Mill Street in preparation for paving scheduled by the highway department.

The Commissioners reviewed an estimate from New England Boring Contractors to perform required monitoring well improvements at the waste water facility in the amount of \$4,795.45. The Commissioners noted the following corrections to the estimate:

- The Note “Digsafe by others” be changed to “Digsafe by New England Boring Contractors.”
- General Terms item #5 “New England Boring Contractors will not be held responsible for the reimbursement of ‘down time’ caused by weather, equipment malfunctions, or any other delay” be eliminated; and,
- Proposal Acceptance statement changed from “By signing this proposal, I hereby accept this cost estimate and all associated costs.” to “By signing this proposal, I hereby accept this cost estimate not to exceed \$4,795.45.”

Commissioner Lewis motioned to accept the estimate as corrected for the amount of \$4,795.45. Commissioner Sieg seconded the motion. All voted in favor.

Commissioner Lewis asked Penny to confirm with Cole Melendy of Underwood Engineers that the surveying to reestablish the elevations is included in the monitoring well improvement project. Commissioner Lewis also asked Penny to inquire about the locks for the monitoring well covers. He also suggested that Cole Melendy inquire about locks from Eastern Analytical as they are the company who retrieves the samples from the monitoring wells so it could be beneficial to obtain the locks from them.

Commissioner Sieg reported that he is continuing to work on the obtaining options to best secure the old chlorination station on Bible Hill.

Commissioner Sieg asked Penny if there was any updated information on the grinder for the West Main Street pump station. She advised that Paul Dutton is continuing to work on collecting the information.

The Commissioners reviewed and authorized the April 12, 2018, meeting minutes; 2018 AP voucher #9 for water in the amount of \$21,885.51 and for sewer in the amount of \$13,878.30; and time cards.

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