

Town of Hillsborough Water & Sewer Commission
April 25, 2017 Meeting Minutes

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

Also in attendance was Cole Melendy of Underwood Engineers.

Cole Melendy gave the Commissioners an update on the status of the West Main Street pump station review. He advised them that the draw down test had been completed and the preliminary review was positive. He stated that Paul Dutton is tracking daily flow readings which will provide more information needed to complete the review. Commissioner Sieg asked if the addition of another pump may be necessary if the commission is granted the requested 600,000 gallons per day (gpd) capacity. Commissioner Wiegelman asked if the existing pump station could handle another pump. Cole discussed factors that would have to be taken into consideration and stated that at this time he could not answer those questions but he would have a better feel when Underwood Engineers review the data Paul Dutton is collecting.

Mr. Melendy stated that the samples of the monitoring wells at the Waste Water Treatment facility (WWTF) have been collected for the WWTF Ground Water Release Permit. He explained that there were a couple of bacteria hits that are consistent with history. Underwood Engineers will be submitting the report to Peter Beblowski at NHDES for review.

Cole Melendy advised the Commissioners that the WWTF Quality Assurance Manual has been completed and will be submitted to NHDES for review.

The Bridge Street sewer line replacement project was discussed. Cole asked the Commission for clarification regarding what is proposed to be done to each property service line within the project area. He stated that it was his understanding that they will be replacing the section of service line from where it taps into the new pipe to the property line where they are to install a clean-out. The Commissioners agreed.

Commissioner Mellen asked Cole if they should consider replacing the entire service line as we know they can be a huge source of infiltration. A discussion was held regarding factors such as the cost, possible issues and regulations that need to be taken into consideration. Mr. Melendy stated that he has been a part of a project where the homeowners were presented the opportunity to have their service line replaced for a per foot charge as part of the project and the fee to replace the line was billed to them on their regular billing. Commissioner Sieg asked if Melendy could give an estimate of the price per foot. Cole stated that he would have to do some research.

A discussion was held regarding the type of agreement that would be needed for such an endeavor. Cole stated that the agreements would also be part of the project contract. Commissioner Mellen stated that he thinks it is something the commission should consider. Mr. Melendy will examine what it would entail and get the information the Commissioners.

A copy of the draft plans for the Bridge Street sewer line replacement project was reviewed. Mr. Melendy advised the Commissioners that he believes the project cost is going to be higher than first stated due to adjustments they have had to make in design. He estimated the project could be about \$450,000 for construction cost, construction oversight and as-built plans. A discussion was held regarding the timeline for design approval and the best time to put the project out to bid. The Commissioners will review the status at future meetings to make the bidding and construction timeline determination.

7:30 pm Cole Melendy left the meeting.

A discussion was held regarding the updating of the sewer accessibility fee. The Commissioners discussed what percentage of the recommended \$21.07 cost per gallon would be appropriate for the sewer accessibility fee. Commissioner Mellen suggested $\frac{1}{4}$ of the recommended amount which would be \$5.27. Commissioner Wiegelman suggested \$5; and, Commissioner Sieg suggested \$6 per gallon since the current sewer accessibility fee for a single family home is \$2,500 for 450 gpd discharge and he believes the Commissioners should keep it equivalent. All agreed. The Commissioners discussed the next steps to implement the updated sewer accessibility fee. All agreed that a public hearing should be held in June as the next step. They agreed to confirm a date at a future meeting.

The new sign at the water treatment plant was discussed. All agreed that it looks good and should, unlike the original sign, be unaffected by the high winds coming off Loon Pond.

A discussion was held regarding the installation of the drinking water supply signs. Commissioner Mellen will follow up with Bill Goss, Highway foreman regarding the installation of the five signposts.

The Commissioners reviewed and authorized the April 13, 2017, meeting minutes, AP vouchers number 8 for 2017 water in the amount of \$5,232.30, and, sewer in the amount of \$40,712.74; and, time cards.

Commissioner Sieg advised the board that he has spoken with Doug Hatfield regarding his letter to the Commissioners regarding how the Smith Church is assessed sewer units. He stated that the issue is resolved. Commissioner Sieg is currently still working with friends of the Smith Church regarding the grease trap that needs to be installed.

Commissioner Mellen asked the other Commissioners if they thought it would be beneficial to have Penny Griffin attend a geographic information system (GIS) seminar. All agreed that it would benefit the upkeep of mapping. Commissioner Mellen will look into courses available for further discussion at a future meeting.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor. Meeting adjourned 8:45 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