

**Town of Hillsborough Water & Sewer Commission**  
**April 26, 2016 Meeting Minutes**

Meeting called to order 6 pm. Present were Commissioners Peter Mellen, and Chris Sieg; Cody Boisvert and Joe Damour of WSO Plus; John Jackman of Hoyle, Tanner & Associates, and, Penny Griffin, Administrator.

Cody Boisvert presented the Commissioners a list of spare parts that should be purchased for the UV system. He advised the Commissioners that Atlantium has upgraded the fans on the UV system. A discussion was held regarding the bulb life. Cody stated that he has a couple of bulbs that had been removed from the system with less hours on them than the 4,000 hours limit and he is keeping them as back up bulbs. Commissioner Sieg stated that he has questions for Atlantium regarding the sensors and the bulbs and would like to meet with Cody and Ted, from Atlantium, in the future to get answers to the questions. Joe advised the Commissioners that the Flexim flow meter that had been sent back to the manufacturer was delivered to their office today. He explained that he has not heard from the manufacturer so he does not know the plan for returning the loaned unit. He also stated that the new meter that he purchased seems to be working effectively.

A discussion was held regarding the pressure concern at 147 East Washington Road. Joe stated that he and Cody will be making adjustments to the pump to see if it will improve the situation. He suggested that the Commissioners consider putting variable frequency drive (VFD) motor on the pump to vary the frequency and voltage supplied to the electric motor.

Joe advised the Commissioners that he plans to begin system repairs next week. He will be replacing the valve at Cross and Henniker Street during the night. The project was discussed. All agreed that flaggers and an officer will be needed for that job. He also advised that water will be turned off on Henniker Street (from Preston Street to Park Street), Jackson Street and Cross Street during the repairs. Joe will contact Penny to confirm dates. Joe stated that they will also be repairing the service line at 54 Center Road as it froze in the street last year. He stated that they will be installing blow off's on dead end lines on Dascomb Road, Boulder Road and Harvey Way. This will allow them to flush those lines in the future.

A discussion was held regarding the water lines in Butler Park. Joe stated that he intends on completing the rerouting of the water feed to the sprinkler system and installing a meter and backflow there this year. A discussion was held regarding the disconnection of the old lines after the project.

Mr. Damour asked the Commissioners what the plan is for hydrant flushing and they advised him that Paul Dutton and Eric Edwards are scheduled to begin hydrant flushing in June and continue through July.

Joe advised the Commissioners that he has received the test result back from the 2 sites that complained about discolored water and all were within regulation limits. He also stated that he has had no more complaints from either site. He will be following up on the results with Bob Daniels of NHDES.

7 pm Joe Damour and Cody Boisvert left the meeting. Cole Melendy of Underwood Engineers arrived at the meeting.

Commissioner Mellen stated that he had left a voice mail inviting Steve Venezia of the Economic Development Committee (EDC) to attend tonight's meeting to hear the presentation of the Accessibility Fee Evaluation; however, it was last minute notice to him and he did not hear back from him.

John Jackman advised the Commissioners that he has downloaded a free version of QGIS software onto Penny's computer that will allow them to see information regarding the system such as pipe type, size, and year of installation. He explained that this will be a very helpful tool. Mr. Jackman reviewed the final draft of his report with the Commissioners. He explained that the final report will allow them to justify the Accessibility fee they choose to implement. Commissioner Mellen noted that Mr. Jackman has "Bear Brook" written in the report and that it needs to be changed to Bear Hill. Mr. Jackman will make the corrections for the final report. John presented the Commissioners with an example of an asset management worksheet and discussed how it will assist the Commissioners in planning areas to be maintained and /or repaired. He advised the Commissioners of an asset management SRF program available for them to consider. Mr. Jackman discussed his findings of the water accessibility fees and stated that the Commissioners currently have a good program. He suggested that they could charge per meter size as an alternative. Commissioner Mellen asked John Jackman if he would be available to attend a public hearing on the accessibility fee evaluation to explain and answer any questions. Mr. Jackman stated that he would gladly assist the Commissioners with the presentation.

8 pm Mr. Jackman left the meeting.

Cole Melendy told the Commissioners he was attending the meeting in case they had any questions regarding the engineering service requests (ESR) he submitted to them. The Commissioners reviewed the ESR for the 2016 WWTF Groundwater Permit. A discussion was held regarding the historical data-base that they will need to recreate for this project. Cole stated that if the Commissioners can provide past data spreadsheets and site drawings there could be a cost savings. Commissioner Sieg motioned to accept the ESR #1 from Underwood Engineers for the 2016 WWTF Groundwater Permit compliance engineering assistance in the amount not to exceed \$16,700. Commissioner Mellen seconded the motion. All voted in favor. Cole advised the Commissioners that Eastern Analytical will be at the WWTF on the 28<sup>th</sup> to collect the first round of samples for this project.

A discussion was held regarding the ESR for a site plan review of Weatherstone Crossing. Cole advised the Commissioners that as part of the review and its impact on the system they will need to verify the water model. The Commissioners advised Cole that an application and set of plans has been submitted but they are waiting on confirmation from the developer that those are the plans he intends to go forward with. The developer has suggested that the plans may change from the current 5 buildings he has submitted plans for to 2 buildings. If he changes to 2 buildings a new application and plans will need to be submitted. The Commissioners discussed certain aspects they are requiring that will need to be in the plans; such as, a heated building for a master meter and a back up meter with appropriate backflow to be housed as that will be their service connection. A discussion was held regarding how to ensure that only what is approved on the plans gets hooked up to the system. All agreed that an attorney will be needed to prepare an agreement between Hillsborough Water and Sewer and the developer.

Mr. Melendy presented a general services agreement to the Commissioners. The Commissioners reviewed the agreement. The Commissioners agreed that the agreement needs legal review and asked Penny to forward the agreement to Attorney Hatfield for review. So not to delay the starting of the WWTF Groundwater permit project, Commissioner Mellen motioned to approve and accept the general services agreement dated April 18, 2016 with Underwood Engineers pending a review and approval by legal counsel. Commissioner Sieg seconded the motion. All voted in favor.

9:15 pm Cole Melendy left the meeting.

A Change of Occupancy form was reviewed for 69 West Main Street. The Commissioners reviewed the application and the current number of sewer units being charged to 65-69 West Main Street. Currently there are 2 sewer units being charged to 65-69 West Main Street; 1- nail salon at 65 West Main Street and 1 – hair salon at 67 West Main Street. All agreed that the addition of this retail store

in 69 West Main Street will result in an increase of the number of sewer units being charged from 2 to 3. Commissioner Mellen motioned to approve the change of occupancy form and to increase the number of units of sewer being billed to 65-69 West Main Street from 2 to 3. Commissioner Sieg seconded the motion. All voted in favor.

Commissioner Mellen stated that in following up with the NHDES requested clearing around the WWTF property, he attempted to meet with Laura Buono, Town Administrator, however, she was not available. He did discuss the issue with Iris Campbell and Nancy Torres. All agreed that until the memo surfaced recently during a property and liability insurance quote request, no one had seen it. Iris and Nancy told Commissioner Mellen that they will follow up with Laura Buono to see how she would like to handle it.

Commissioner Sieg presented a notice of an upcoming water course that he would like to attend and ask if other Commissioner would be interested in attending. The Commissioners asked Penny to forward the information to Commissioner Wiegelman to see if he would like to attend and to complete the registrations.

The Commissioners reviewed and authorized April 14, 2016, meeting minutes, AP vouchers number 8 for water in the amount of \$14,577.53 and sewer in the amount of \$35,650.19, and time cards.

The Commissioners discussed reimbursing the operating budget for the cost of the UV bulbs and connectors from the UV Bulb Capital Reserve account. Commissioner Sieg motioned to request from the Trustees of Trust Funds reimbursement in the amount of \$5,650.20 from the UV Bulb Capital Reserve account. Commissioner Mellen seconded the motion. All voted in favor. The Commissioners signed a letter to the Trustees of Trust Funds making the request.

Commissioner Sieg motioned to adjourn the meeting. Commissioner Mellen seconded the motioned. All voted in favor. Meeting adjourned 9:45 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