

**Hillsborough NH Water and Sewer Commissioners**  
**April 28, 2015 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; and, Penny Griffin, Administrator.

Commissioner Wiegelman nominated Peter Mellen for the Chairman position. Commissioner Sieg seconded the motion. All voted in favor.

Commissioner Sieg stated that he had visited to the water plant while there was work being performed to educate himself on the process. The Commissioners discussed some questions he had on procedures and operations. Both Commissioners Wiegelman and Mellen advised Commissioner Sieg that Joe Damour, of Water Systems Operators, could answer his questions and provide him with a copy of the O & M Manual for the plant.

The Commissioners reviewed the job description for a wastewater treatment plant operator and discussed their options to fill the vacant position. The Commissioners asked Penny to research current pay scales for the position.

6:25 pm Joe Damour of Water Systems Operators; and Mike Trainque of Hoyle, Tanner and Associates arrived at the meeting.

Joe presented the Commissioners with a new contract for services. The Commissioners will review it and discuss it at the May 26 meeting.

The Commissioners asked Joe to prepare a punch list of outstanding project items. Joe stated he would put a list together and email it to them for review.

7:30 pm Joe Damour left the meeting.

Mike Trainque of Hoyle, Tanner and Associates stated that he would speak with Dave Edson regarding the status of the water plant project.

Mike advised the Commissioners that he has spoken with John Lyman, the bid winner for the Butler Street sewer line replacement project, and he intends to begin construction in July. The potential project schedule was discussed.

The Commissioners reviewed the Hoyle, Tanner & Associates service agreement for project oversight. Commissioner Wiegelman motioned to accept the service agreement as presented. Commissioner Sieg seconded the motion. All voted in favor. The Commissioners asked Penny to forward Bill Goss' contact information to Mike Trainque to ensure he is included in all project meetings.

8:05 pm Mike Trainque left the meeting.

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

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg

seconded the motion. All voted in favor.

Meeting was adjourned at 8:15 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Peter Mellen

Herman Wiegelman

Chris Sieg  
Water and Sewer Commissioners  
Town of Hillsborough