

**Hillsborough NH Water and Sewer Commissioners
April 9, 2015 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Peter Mellen and Herm Wiegelman; Paul Dutton, WWTF Operator; and, Penny Griffin, Administrator.

The Commissioners reviewed an application for employment. The Commissioners agreed that at this time they are not hiring but will keep the application on file.

Commissioner Wiegelman made a motion to enter a non public session under RSA 91-A:3 II a: The dismissal, promotion or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Commissioner Mellen seconded the motion. All agreed. 6:05 p.m. The Board entered a non-public session.

Commissioner Wiegelman made a motion to return to a public session. Commissioner Mellen seconded the motion. All agreed. 6:15 p.m. The Board returned to a public session.

Commissioner Wiegelman motioned to approve the payroll step increases implemented in the Town personnel policy effective March 8, 2015 for their employees. Commissioner Mellen seconded the motion. All voted in favor.

A discussion was held regarding job descriptions.

The upcoming hydrant flushing was discussed. As personnel is limited the Commissioners discussed other options to get the flushing done as it is important for the system. The Commissioners asked Penny to contact Water Systems Operators for a price quote.

The Commissioners discussed an email from OSRAM stating that they would like to talk about the possibility of increasing the amount of remediation water they are allowed to discharge to the sewer system. The Commissioners will have to investigate how that would affect the system. They agreed to continue their discussion at future meetings.

Paul Dutton stated that the Commissioners may want to look at the West Main pump station condition with all the new proposed discharge coming from that end of town. A discussion was held regarding the pump station. Commissioner Mellen suggested that an assessment of the pumps station be completed. Commissioner Wiegelman agreed. The Commissioners asked Penny to contact Hoyle, Tanner and Associates to see if they would be interested in preparing a proposal to present at the next meeting.

The Commissioners reviewed the proposal from Hoyle, Tanner and Associates to oversee the entire upcoming Butler Street sewer project. The Commissioners have a couple of questions so they decided to table the review until next meeting.

A discussion was held regarding areas of the system that need repair that could possibly be coordinated with the town's paving over the next few years. The Commissioners agreed to work on list of areas in order of the most need of repairs. They also agreed that if both the town and the water and sewer could plan a couple years ahead it would be benefit all for budget purposes and coordination.

Commissioner Mellen motioned to award Butler Street sewer project to the lowest bidder, John H. Lyman & Sons Inc. Commissioner Wiegelman seconded the motion. All agreed. The

Commissioners asked Penny to notify Hoyle, Tanner and Associates that they awarded they bid so they can notify the contractor and begin the next steps.

8:00 pm Paul Dutton left the meeting.

The Commissioners reviewed Attorney Hatfield's letter regarding customers who will not be included in the May round of backflow testing as they have an outstanding invoice with New England Backflow. The Commissioners agreed to have Penny to call each of the property owners.

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

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Mellen 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
Water and Sewer Commissioners
Town of Hillsborough