

Town of Hillsborough Water & Sewer Commission
May 11, 2017 Meeting Minutes

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

Also in attendance was Cole Melendy of Underwood Engineers; and Bridge Street residents Travis Maine and Danielle Snow.

Cole Melendy gave an overview presentation of the proposed Bridge Street sewer main replacement project. He presented pictures showing the current condition of the deteriorated sewer main to be replaced. A copy of the plan for the project was reviewed. The sensitive areas of the project were discussed. Cole Melendy stated that they plan to have a vibration specialist monitor the area during construction. He also stated that there would be inspections of each home prior to construction which will allow the property owner to document their concerns.

A discussion was held regarding the portion of the customers sewer service line that will be replaced. Cole Melendy stated that each service line will be replaced from the sewer main to the edge of the street right of way where a clean out will be installed and connected to the existing service line. Mr. Maine asked what will happen if the existing service line gets compromised. Mr. Melendy stated that, as part of the contract, each service line will be inspected with a camera inserted in the line.

Commissioner Mellen stated that a large part of the infiltration into the sewer system is from service lines and this infiltration greatly affects the wastewater treatment facility's capacity. Commissioner Mellen stated that at past meetings the Commissioners have discussed the possibility of offering the property owner the option of replacing the service lines to within 5 feet of the building, with a flat rate cost to the property owner and the project paying the rest. Cole Melendy described a program his firm was involved with where a recorded agreement between the Town and the property owner was signed; the homeowner agreed to pay the first \$1,000 with 0% interest to be broken into payments attached to their regular sewer bill. Mr. Maine asked if the Commissioners were going to offer this. Commissioner Mellen stated that the Commission has not yet decided and had hoped there would have been more of a turn out at the meeting to get a better sense of interest. Mr. Maine stated he thought it was a good idea.

6:30 pm Mike Black entered the meeting.

Concern with the retaining wall in the area was discussed. All agreed that it is a sensitive area. Commissioner Sieg explained that they have met with NHDOT regarding the retaining wall and the drainage in the area. NHDOT has stated that due to lack of funding they will not be doing any work on either during this project.

Cole Melendy reaffirmed that they have precautions in place to monitor vibrations. He also stated that the contractor is required to have a bond and they will be responsible if any damage happens.

Traffic and property access was discussed. Detour routes were reviewed. Cole Melendy surmised they would have the road closed about a week.

Service interruption was discussed. Cole Melendy estimates about 3 – 4 hours to reconnect a service line. Commissioner Mellen stated that the Commission needs to decide if they are going to offer the service line replacement to the property owners and consider how much cost that would add to the current project.

7 pm Danielle Snow and Travis Maine left the meeting.

Cole Melendy presented a copy of the plans for the Bridge Street project for the Commissioners review. Cole stated that they are 90% complete. Commissioner Mellen asked Cole for an estimate of cost of the project. Cole replied about \$500,000. Commissioner Mellen asked if that figure takes into consideration the complete service line replacements. Cole stated that it does not. Commissioner Mellen asked if the plans can be submitted for NHDES review without the lateral replacements on them. Mr. Melendy stated that they can be submitted but replacing the service laterals is significant enough that the plans would need to be resubmitted for review if added. Cole stated that the final draft of the plans should be ready next week and he will submit a copy to the Commissioners for review.

Mike Black stated that he is in attendance to discuss how he should address a couple of comments on the initial Underwood Engineers review of his plans. Mr. Black stated that both the store layout and the water tank plans are being designed by the future tenant and are not available yet. Mr. Black stated that he has historical data that shows actual usage less than what Table 1008 states so he could use that and it should be close. As for the water tank, Mr. Black stated that the future tenant uses a standard tank so he could submit information from one used at another location.

Commissioner Mellen asked Cole Melendy how that would affect Underwood's review. Cole Melendy stated that he has done "conditional" approvals where the approval is conditional upon review of a final design. Mike Black stated that he needs NHDES approval before the potential future tenant will sign with him. Commissioner Mellen stated that any changes to a design already approved by the Commission or NHDES would need to be resubmitted for review. Cole Melendy agreed. Mike Black stated that he would be submitting their revised plans to Underwood Engineers this week. Cole Melendy stated that he would review them and then contact NHDES to question how they handle conditional approvals.

Cole Melendy advised that to assist in Underwood's evaluation of the Weatherstone project's effect on the West Main Street pumping station Paul has collected a month's worth of pump times.

7:30 pm Mike Black left the meeting.

A discussion was held regarding the hydrant flushing easement proposed for the Weatherstone development. Paul Dutton stated that he recently attended a class regarding hydrant flushing. Paul stated that the body in charge of maintenance of hydrants on private property (a.k.a. private hydrants) is supposed to submit a plan to the municipality for a hydrant maintenance program. Paul said that the instructors cautioned that any municipality flushing these private hydrants could be subject to vicarious liability. Commissioner Mellen asked Penny Griffin to contact Granite State Rural Water, who taught the class, to see if there is a regulation regarding private hydrant flushing and report back at the next meeting.

Cole Melendy asked the Commissioners if the plans for the Bridge Street sewer main replacement project can be submitted to NHDES for review. The Commissioners all agreed.

7:50 pm Cole Melendy left the meeting.

A discussion was held regarding the West Main pump station. Paul Dutton reiterated that he does not believe there is a capacity issue.

Commissioner Mellen asked Paul Dutton if the Weatherstone project inspection of the manhole on West Main Street was completed. Paul confirmed that it was. Commissioner Mellen asked how many pipes entered the manhole. Mr. Dutton stated there are four connections to the manhole; a 4", a 6" and two 2". Paul will get pictures for the Commissioners.

Paul Dutton advised the Commissioners that the siphon on Bear Hill Road has had some issues this past week and he will be getting quotes to replace the worn out parts.

A discussion was held regarding 29 Bear Hill Road. Paul advised the Commissioners that the property owner will be replacing their sewer service line.

8:30 pm Paul Dutton left the meeting.

The Commissioners reviewed the final pay request for the Butler Street sewer main replacement project. All agreed to approve the request and close the retainage account with all funds being released to John H. Lyman & Sons, Inc. Commissioner Mellen asked Penny Griffin to contact Hoyle, Tanner & Associates to request as built drawings for the project.

Commissioner Mellen reported that he had attended the April Economic Development Committee (EDC) meeting. He said one topic of discussion was a feasibility study of extending water service to Penstock Hill. All Commissioners agreed it is a good idea.

The Commissioners reviewed and authorized the April 25, 2017, meeting minutes, AP vouchers number 9 for 2017 water in the amount of \$34,906.78, and, sewer in the amount of \$12,089.90; 2017 2nd issue billing warrants for water and sewer; and, time cards.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor. Meeting adjourned 9:10 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