

**Hillsborough NH Water and Sewer Commissioners
May 26, 2015 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; Joe Damour of Water Systems Operators; and, Penny Griffin, Administrator.

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

Commissioner Mellen stated that he would like to discuss the current Connection Fees. He stated that he feels they need to consider other ways to set the fees as the three (3) current categories seem to be too undefined. Commissioner Mellen also noted that, in the current application, it states that the actual cost to connect to the main is not included in the Connection Fee and would also need to be paid by the customer. A conversation ensued regarding what the fee was for. It was agreed that the purpose of the Connection Fee is to generate capital funds to maintain, improve, and expand the water and sewer systems to minimize the effect on existing customers. Commissioner Mellen stated he had been doing some research on the topic and found a town that uses a formula using the assets of the department and the system capacity of each to calculate an investment fee per GPD.

6:30pm John Kowalski and Keith Wing of Precision Sheet Metal arrived at the meeting.

Mr. Wing stated that he and Mr. Kowalski were there to discuss connection fees. He explained that they had recently obtained an application as they need a water connection for a new building they are constructing on Intervale Drive. The business that they are putting into the building would fall into the industrial category with a connection fee of \$10,000. Mr. Kowalski asked the Commissioners why his connection fee would be so high when his actual usage would be equivalent to a residence, which has a connection fee of \$2,500. A discussion was held regarding his business process. Commissioner Mellen advised them that they are currently beginning to review the connection fees. A discussion was held regarding how soon they would need to connect to the system. Mr. Kowalski and Mr. Wing stated that they would hold off on their application for connection at this time. The Commissioners stated that they will be continuing to work on updating the connection fee.

7:00 pm John Kowalski and Keith Wing left the meeting.

The Commissioners continued their discussion regarding connection fees and how to obtain an accurate calculation of each department's assets. Commissioner Wiegelman will make inquiries about an appraiser. The Commissioners asked Penny to contact Granite State Rural Water to see if they can help.

Joe Damour advised the Commissioners that he is currently getting prices for materials he will need to change the gate valve on School Street. He also asked the Commissioners if he should get a price for a 14" valve to have in stock as the wait time to have one delivered is about 6 weeks and if they have an issue there are currently no parts readily available. The Commissioners told him to go ahead and get a price but they would like to discuss purchase prior to ordering.

A discussion was held regarding the status of having the water turned on in Butler Park. Joe stated that he would turn the water on.

8:00 pm Joe Damour left the meeting.

The Commissioners reviewed the wastewater treatment operator job posting. A discussion was held regarding the best places to post the advertisement. The Commissioners agreed to have Penny post the ad in the Union Leader and the Concord Monitor. They also asked Penny to contact Granite State Rural water for their suggestions.

The Commissioners reviewed a proposal from Stantec to complete the Industrial Permit for OSRAM for the amount of \$3,000. The Commissioners agreed that this fee should be paid by OSRAM and asked Penny to contact them to advise them of this cost. Commissioner Wiegelman motioned to accept the Stantec proposal in the amount of \$3,000 and to note the agreement that it is not to exceed \$3,000. Commissioner Sieg seconded the motion. All voted in favor.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor.

Meeting was adjourned at 8:30 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