

Hillsborough NH Water and Sewer Commissioners
June 23, 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.

Mike Trainque of Hoyle, Tanner & Associates arrived at the meeting. He updated the Commissioners on the status of the Butler Street project. He explained that John Lyman and Sons has signed the agreement but has not confirmed a start date for the project. A discussion was held regarding when the Commissioners should sign the agreement. The Commissioners agreed that they will revisit this topic at their next meeting, July 9; they asked Mike to contact John Lyman and Sons to confirm a start date so that the Notice to Proceed can also be executed at the same time. They also asked Mr. Trainque to ask John Lyman and Sons to start submitting shop drawings so that the project can be started and completed prior to the start of the school year.

Mr. Trainque stated that Dave Edson of Hoyle, Tanner & Associates has been in email contact with Joe of Water Systems Operators and Keymont Construction to finish up the water plant project. The Commissioners asked Mike to have Dave contact their office with a status update.

A discussion was held regarding the proposal from Hoyle, Tanner & Associates to evaluate the West Main ump station. Mr. Trainque advised the Commission that there may be SRF funds available from NHDES for asset management projects. The Commissioners stated that they would review the proposal and discuss it and get back to him.

The Commissioners asked Mr. Trainque if Hoyle, Tanner & Associates have experience with setting fees charged when a new connection is made to the system. He stated that they do have experience with it and they tend to use the term "Accessibility Fee". A discussion was held regarding different ways to set the fee amounts. The Commissioners asked Mr. Trainque to submit a proposal for Hoyle, Tanner & Associates to help them with this task.

7:30 pm Mike Trainque left the meeting.

The Commissioners reviewed the proposal to evaluate the West Main pump station from Hoyle, Tanner & Associates. They agreed that the cost is quite significant. They discussed other possibilities. Commissioner Sieg will meet with Paul Dutton to tour the pump station to learn what items are in need of repair and report back to the rest of the board at the next meeting.

The Commissioners discussed OSRAM's request to discharge more remediation water to the sewer system. They all agreed that they would like to receive the new permit for the wastewater treatment plant before they make that decision to ensure the plant capacity is raised to the 600,000gpd. In the meantime, they would like Rene LaBranche of Stantec to continue processing OSRAM's discharge permit.

The Commissioners reviewed and authorized past meeting minutes, AP vouchers, and

time cards.

The Commissioners reviewed some applications that have been submitted for the wastewater treatment operator job. A discussion was held regarding the next steps for the process. All agreed that they should interview some of the applicants.

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

Meeting was adjourned at 8:00 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