

Town of Hillsborough Water & Sewer Commission
June 27, 2017 Meeting Minutes

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

Also in attendance were Mike Black, Chris Albert, Dennis Roberts Jr. and Michael Pon.

Chris Albert of Jones & Beach Engineers introduced himself and stated that he and Mike Black were there to discuss Underwood Engineer's Review 2 letter of the Weatherstone plans. Mr. Albert stated that he had forwarded their responses to Underwood Engineers the afternoon before and asked Cole if they had an opportunity to review them yet. Cole stated they had not. The response letter and revised plans from Jones and Beach were reviewed and discussed by all. It was noted that there was still some outstanding information that Jones & Beach needs to provide for the review to be completed.

It was noted in the review that a booster pump will be installed at the Weatherstone Development site to provide the required water pressure and to ensure that sufficient water pressure remains throughout the rest of the Town's water system. Mr. Albert stated that there would be a pump house that would contain the required backflow and also controls that would alert the water and sewer commission if they reach 1,000 gpm. Cole Melendy stated that notification would not be sufficient and they would have to make sure a mechanism was in place to limit no more than 1,000 gpm. Commissioner Mellen asked Mr. Albert if the booster pump would make the development a private redistribution water system. Mr. Albert stated that they are still investigating that and stated that they should have more information in a few weeks for Underwood to review.

A discussion was held regarding the West Main pump station concern noted by Underwood Engineers in the Review 2 letter. Mr. Black asked if the notation means that the pump station cannot handle their flow. Cole Melendy explained that, using information available, it appears it will be close if the proposed development pump station has to pump at its maximum capacity. Commissioner Sieg stated that the Commissioners are currently examining options to update the SCADA system at the West Main pump station to allow more detailed data to be collected; however, Underwood needs more than a few months of data to make a better determination.

Mr. Black stated that his concern is that the notation on the review letter appears to suggest that the West Main pump station cannot handle their flows and such a notation could pose an issue with negotiations with potential tenants. Mr. Black asked if the Commission could write a letter like the previous can serve letter to go with Underwood Engineers review letters stating that the West Main pump station can handle it. Chris Albert, of Jones & Beach, stated that he would rather investigate the issue now to see what may be needed to be done and the cost to do it. Commissioner Sieg suggested that Cole Melendy of Underwood Engineers and Chris Albert of Jones & Beach

Engineers talk and come up with a cost to update. Mike Black suggested that Chris Albert visit the West Main pump station to investigate what he feels may be necessary to update and report his findings back to the Commission. All agreed that Chris Albert would coordinate with Paul Dutton, WWTF operator, to schedule a visit to the pump station next week.

Chris Albert presented the Commissioners with a copy of the State of NH application for wastewater discharge and asked them to sign it as they would like to get the state review started. Commissioner Mellen read aloud the statement on the State Application that requires the Commissioners signature:

“The municipal sewage collection system and wastewater treatment facilities have been demonstrated, pursuant to Env-Wq 703.07(d), to have adequate processing capability for the proposed added hydraulic flow and organic flow at the time of connection. The proposed sewer connection and/or sewerage design meet with the approval of the local jurisdictional authority.”

Commissioner Mellen stated that at this time he is not comfortable with signing that statement as Underwood Engineer's needs to review the newly submitted information and will need the rest of the requested information to complete their review to ensure the above statement is true. He then asked Chris Albert of Jones & Beach if he would feel comfortable signing the form. Mr. Albert agreed that at this time he would not. However, he stressed their desire to have the NHDES review to begin as soon as possible.

Mr. Black suggested meeting again in two (2) weeks. All agreed with this plan.

Cole Melendy, of Underwood Engineers informed the Commissioners and Mr. Black that Engineering Services Request (ESR) 2 scope of work has been completed using all of the existing designated escrow funds for engineering review. He concluded that any further review would require an amendment to ESR 2. The Commissioners asked Mr. Melendy to forward them an amendment to ESR 2 totaling the amount needed to complete the rest of the review.

7:30 pm Mike Black, Chris Albert, Dennis Roberts Jr. and Michael Pon left the meeting.

Cole Melendy advised the Commissioners that he received comments from NHDES regarding the proposed Bridge Street sewer main replacement project and would be reviewing them. He also stated that he is still waiting to hear back from NHDOT with their comments. Commissioner Mellen asked Cole to prepare an updated cost estimate for the project. Mr. Melendy agreed.

8:00 pm Cole Melendy left the meeting.

Paul Dutton discussed a proposal from Eastern Pipe Service for manhole repair. All agreed to move forward with the manhole repairs.

A discussion was held regarding the ongoing hydrant flushing.

Paul Dutton advised the Commissioners that there are 28 manholes that need to be raised in areas being paved by the highway department this year. He stated that he and Eric Edwards will be installing risers on each of them.

Commissioner Sieg stated that he has spoken with A/D Instruments regarding their proposed controls for West Main pump station regarding the difference between what is being proposed and designing a system to get the information that we need. Commissioner Sieg informed the others that he is investigating whether it can be done in-house at a lesser cost and will be meeting with Paul Dutton to discuss it.

A discussion was held regarding the need for a backflow at the highway department's new building. Paul Dutton will speak with Bill Goss regarding the backflow and meter.

The Commissioners reviewed notifications from the Planning Board regarding the following Planning Board applications:

- 174 Henniker Street – no action needed by water and sewer as new proposal will not affect current connections; and,
- 303 West Main Street – noted on the application that there is no objection as it appears to have no work planned in the area of the water main easement and the work will not increase the number of seats

The Commissioners reviewed a Change of Use application for 165 Henniker Street. Commissioner Wiegelman motioned to approve the Change of Use application for 165 Henniker Street as presented with conditions that the water service to the apt/garage must be connected to the existing service to 165 Henniker Street inside the building and after the meter to ensure all water is metered; and, call the water and sewer office to schedule an inspection prior to backfilling the water and sewer connections. Commissioner Sieg seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the June 8, 2017, meeting minutes, 2017 AP vouchers #12 for water in the amount of \$55,836.58 and for sewer in the amount of \$31,601.92; and, time cards.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor. Meeting adjourned 9:30 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