

Hillsborough NH Water and Sewer Commissioners
July 28, 2015 Meeting Minutes

The meeting was called to order at 6:00 pm

Present: Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; Paul Dutton, WWTF Operator; Mike Trainque of Hoyle Tanner and Associates; and, Penny Griffin, Administrator.

Mike Trainque of Hoyle Tanner & Associates presented the Commissioners with Butler Street project contract agreements and Notice to Proceeds for review and authorization. Commissioner Mellen signed 6 copies of each document. Mike Trainque stated he will take all signed documents to be bound in the contract sets and submit copies to the required parties. Mike advised the Commissioners that he has set the pre-construction meeting for Tuesday, August 4 at 9:30 am at the Commissioner's office. A discussion was held regarding the project start date and the need to mark out existing water mains and service lines. Mike stated that will be addressed in the pre-construction meeting.

Mr. Trainque advised the Commissioners that he is still working on the proposal they had requested from him regarding Accessibility Fees. He will get the proposal to them for review as soon as it is completed.

Mike Trainque asked the Commissioners if they had the opportunity to review his proposal to access the West Main Street pump station. The Commissioners stated they have reviewed the proposal and have decided to hold off on having Hoyle, Tanner & Associates do anything at this time.

7:15 pm Mike Trainque left the meeting.

A discussion was held regarding the WWTF operator position. The Commissioners agreed to hold an afternoon of interviews on August 11 beginning at 1 pm. Commissioner Sieg will contact the 4 applicants to schedule the interviews.

The Commissioners reviewed a proposal from Ted Berry Company to line the sewer main on Henniker Street. The Commissioners agreed that they should consider the project during budget discussion for the 2016 budget.

Commissioner Mellen asked Paul Dutton about the manholes that need work. Paul stated that he plans on hiring a company to repair and pave those manholes in early fall.

The Commissioners opened and reviewed 2 bids received for easement mowing. Commissioner Wiegelman motioned to award the lowest bidder, Nelson Quality Lawn Care for the amount of \$1,975.00, the project of easement mowing. Commissioner Mellen seconded the motion. All voted in favor. Paul Dutton will notify Nelson Quality Lawn Care.

Paul Dutton advised the Commissioners that they need to budget to replace the roof on the West Main Street pump station. A discussion ensued and the Commissioners agreed to consider the project during 2016 budget preparation.

The Commissioners reviewed and authorized 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 8:30 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