

**Hillsborough NH Water and Sewer Commissioners
August 13, 2015 Meeting Minutes**

The meeting was called to order at 5:15 pm.

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

The Commissioners reviewed and authorized past meeting minutes, AP vouchers, 2015 3rd issue billing warrants, and time cards

Commissioner Wiegelman made a motion to enter a non-public session under RSA 91-A:3 II b: (b) The hiring of any person as a public employee. Commissioner Sieg seconded the motion. All agreed. 5:35 p.m. The Board entered a non-public session.

6:00 pm Commissioner Wiegelman motioned to exit non-public session. Commissioner Sieg seconded the motion. All voted all in favor.

Commissioner Wiegelman motioned to hire Eric Edwards for the WWTF Operators position. Commissioner Sieg seconded the motion. All voted all in favor.

A discussion was held regarding the condition of the West Main Street sewer pump station. Commissioner Sieg stated that he had visited the site with Paul Dutton to look at the areas that need repair. Paul Dutton stated that several years ago he had received a quote from Moonlight Electric to repair some of the items. The Commissioners asked Paul to contact Moonlight Electric for an updated quote. Paul stated that it would be beneficial to install a grinder in the pump station in the future and would like to ask Moonlight Electric to add the installation of the electrical needs for a grinder in the quote. The Commissioners agreed. The next area that is in need of repair is the deteriorating concrete in the pump station. Possible options of how to repair it were discussed. Joe Damour will get contact information to Paul of a contractor who he has worked with on this type of repair. Paul stated that the Commissioners also should consider budgeting to repair the roof as it needs re-shingling. All agreed to move forward with obtaining quotes for needed repairs.

A discussion was held regarding an issue that 315 West Main Street had with their sewer service line. Paul explained that he had visited the site several times while they were working to repair the issue and noted that several rocks were in the line. Paul stated that he has not heard if the issue has been resolved. The Commissioners asked Penny to contact them to find out the status of the repair and if it has been repaired to ask for images showing the repair.

Penny advised the Commissioners that John Lyman and Sons intend to begin the Butler Street sewer main replacement project the week of August 24. The Commissioners agreed that a letter should be sent to the home owners on Butler Street and the Selectmen advising them of the project proposed schedule.

Commissioner Mellen asked Paul if he knew the status of manholes affected by the paving done on Henniker Street. There have been several complaints that they are not even with the pavement. Paul stated that he has not heard directly from Mr. Goss what he intends to do with them. All agreed that when Mr. Goss obtains a contractor to raise the manholes they will need to get a copy of the specs from the Water and Sewer office. They also agreed that all work would need to be inspected by the sewer department. The Commissioners asked Paul Dutton to obtain quotes from contractors to raise the manholes to grade.

The Commissioners composed and signed a letter to the Selectmen regarding the Butler Street project schedule and the status of the Henniker Street manholes.

Joe Damour discussed and advised the Commissioners that the water plant needs to be painted and some of the siding repaired. He also stated that a section of the fence at the Bible Hill reservoir needs repair. He also suggested that the Commissioners consider repairing or replacing the shed at the reservoir. The Commissioners asked Joe to get quotes to do the plant painting and repair. Paul will look at the fence at the reservoir to see if he can repair it.

Commissioner Mellen asked Joe if all the punch list items of the water plant project are complete to his satisfaction. Joe stated that all there is left to do is to clean up the installation of the meter and that is scheduled to be done next week so he is satisfied. The Commissioners signed the Final Completion form, the final pay request #8 and the final reimbursement request #27.

Joe advised the Commissioners that he has completed the work that needed to be done in preparation for the paving the highway department is going to do on Union Street, Summer Street, Vine Street and Pearl Street.

Joe discussed with the Commissioners his plans for upcoming repair work on the School Street valve, Boulder Road dead end line and the Butler Park meter.

Commissioner Sieg and Commissioner Wiegelman asked Penny to sign them up for the September Small Public Water System Operator course.

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

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting
Minutes Approved by: Date:

Peter Mellen, Chairman

Herman Wiegelman

Christopher Sieg
Water and Sewer Commissioners
Town of Hillsborough