

**Hillsborough NH Water and Sewer Commissioners
August 26, 2014 Meeting Minutes**

The meeting was called to order at 6:00 pm

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

6:00 pm Andrew Madison of Granite State Rural Water approached the Commissioners to discuss an upcoming Water Source Protection workshop that the town planner has scheduled. The Commissioners asked Mr. Madison how it came about that the workshop has been scheduled through the town planner. Mr. Madison stated that Granite State Rural Water had completed this for the Emerald Lake Development and the planner had sought them to do the same for the town of Hillsborough. Mr. Madison stated that they would like the Commissioners to attend and speak to the attendees about the town's water system. A discussion was held regarding what the workshop might entail and how the town could benefit from it. The Commissioners expressed their concern that this is the first time they are hearing about the workshop and explained to Mr. Madison what their job is as elected board. They spoke of existing practices to protect the town's water source. The Commissioners stated that they would have a representative attend the meeting and strongly urged Mr. Madison to contact the Water and Sewer Office with any questions.

6:20 pm Mr. Madison left the meeting.

Commissioner Parker presented proposed bid documents for the Butler Street sewer line replacement prepared by Moser Engineering. Commissioner Parker stated that Mark Moser had met with Commissioner Parker to go over the bid documents as he had some questions and is not accustomed to preparing such documents. A discussion was held regarding the documents and the timing of putting the project out to bid. Commissioner Parker suggested waiting until February or March to put the project out to bid to be completed in the spring as cold weather is approaching and it is questionable whether the bidding and construction could happen before snow arrives. All Commissioners agreed.

6:30 Dave Edson of Hoyle, Tanner and Associates arrived at the meeting.

The Commissioners continued their discussion of the bid documents. The Commissioners asked Dave Edson if his firm would be willing to take the submitted bid document draft to review and give a proposal to draw up formal bid documents. Dave Edson stated that he would take the documents to his firm for review and get back to the Commissioners.

Dave Edson gave the Commissioners an updated status on the water treatment plant project. He presented a Shoreland permit for Commissioners signature to be submitted to NHDES. He explained that once it is received back from the state the drywell can be installed. A discussion was held regarding who should install the drywell. Joe Damour stated that he could install it. The Commissioners agreed.

Dave stated that he will need to create a change order for Hoyle, Tanner and Associates contract as more time is needed to due to the drywell installation as that was not part of the original contract.

Mr. Edson stated that all the testing numbers of water are coming back good and they are passing the trihalomethane and haleocedic acid tests. The project punch list was discussed. Dave presented the Certificate of Substantial Completion for commissioner signature. He also presented Change Order 2 and Keymont's pay request. The Change Order was authorized. Keymont's pay request was discussed as there appears to be some items that need correction.

Dave Edson took the pay request back and will review with the contractor for resubmission.

8:25 pm Dave Edson left the meeting.

Joe Damour advised the Commissioners that he would be replacing the valves on Jackson Street beginning at 9 pm. Joe informed the Commissioners that he had completed several repairs to hydrants and service shut offs. He stated the only one left to do is the Butler Park hydrant. A discussion was held regarding how the Commissioners would like to see the Butler Park irrigation system and fountain disconnected from the hydrant line and hooked through the Old Fire Station Museum. Possible ways to complete this was discussed. The Commissioners agreed that the fountain and irrigation need to be separated and backflows installed. Joe stated that he will take a look at it all as he intends to make the repair in the next week or so.

Joe stated that he had been working to help sort out the water line issues at 59 and 63 Henniker Street. He advised that it has all been resolved and both properties have their own water lines in service. A discussion was held regarding the hydrant located at 59 Henniker Street. It was agreed that they should discuss it again once the project at 59 Henniker Street progresses a little further.

9 pm Joe Damour left the meeting.

The Commissioners discussed the ongoing chemical feed issue at the waste water treatment facility that Stantec is working to tune in.

Commissioner Mellen asked the other board members if they wanted him to go ahead with making copies of all the plans held at the waste water treatment so that the office can have a set of the plans. All Commissioners agreed. Commissioner Mellen will go ahead with that project.

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

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

Meeting was adjourned at 9:35 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Doug Parker

Peter Mellen

Herm Wiegelman
Water and Sewer Commissioners
Town of Hillsborough