

Town of Hillsborough Water & Sewer Commission
September 26, 2017 Meeting Minutes

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

Arlene Johns, representing the Senior Advisory Committee, approached the Commissioners to discuss a proposed senior center. Mrs. Johns provided a draft plan for review and also stated that she is aware that the building will need an automated grease trap and a RPZ backflow to be in compliance with regulations. The proposed location was reviewed on the tax map and the sewer system map as there is a sewer main that goes through the proposed building area. The Commissioners stated that the existing sewer easement would need to be kept in mind when they are designing where they will build the building as no structures can be built in the easement. Commissioner Mellen asked if the proposed building will have a fire suppression system. Mrs. Johns stated that it would. Water system needs and possible ways to connect to the system were discussed. Cole Melendy of Underwood Engineers estimated that a new 8" water line costs about \$200 per foot to install. Mrs. Johns asked the Commissioners what the connection fees are for this type of building. Commissioner Mellen stated that the current accessibility fees are \$7,500 for water and \$7,500 for sewer. Mrs. Johns asked the Commissioners if they would be willing to waive the fees as this structure would be a town building for community use. The Commissioners agreed that they would have to consider that request as it is only users that fund the water and sewer. Mrs. Johns thanked the Commissioners for taking the time to meet with her and answer her questions.

6.55 pm Arlene Johns left the meeting.

Cole Melendy of Underwood Engineers updated the Commissioners on projects they are currently working.

Mr. Melendy stated that he is still waiting for final NHDES approval of the Bridge Street sewer main replacement plans. All NHDES and NHDOT comments have been addressed and the plans are back at NHDES for final review. Cole presented an updated opinion of probable cost for the project in the amount of \$602,575.31. Commissioner Mellen asked if the estimate includes replacing sewer service lines to the homes attached to the main being replaced. Mr. Melendy stated that it does not. Commissioner Mellen stated that he feels it is important to look at this option to eliminate possible I/I. A discussion was held regarding how many homes could be involved in service replacement. It was agreed that there are seven homes in the area. Mr. Melendy estimated a cost of \$10,000 each service line. He stated that it can be done but cautioned the Commissioners that it is challenging and legal agreements will need to be reached with each property owner involved. Cole also stated that per plumbing code, the Commissioners will only be able to replace the service line up to five (5) feet from the outside of the building. Cole Melendy will forward sample agreements to the Commissioners to review. Bidding dates for the project were discussed. It is estimated that the project will go out for bids in January or February of 2018.

Cole Melendy presented ESR #8 to provide technical support during the 30-day review of the draft waste water permit once received from EPA in the amount of \$2,500. Commissioner Mellen motioned to approve Underwood Engineers ESR #8 as presented. Commissioner Sieg seconded the motion. All voted in favor.

Mr. Melendy advised the Commissioners that he has not heard or received anything from the Weatherstone project regarding the NHDES sewer plan review or plans for their water system.

A discussion was held regarding the West Main Street pump station. The Commissioners will continue working on obtaining pertinent information needed for the evaluation and continue discussions at future meetings.

8:15 pm Cole Melendy left the meeting.

The Commissioners reviewed and authorized the September 19, 2017, meeting minutes; 2017 AP vouchers #18 for water in the amount of \$50,562.36 and for sewer in the amount of \$9,825.77; and, time cards.

Commissioner Mellen stated that he has not yet been able to reach Paul Susca of NHDES regarding the protection of Loon Pond, the Loon Pond ordinance and the role of the Commissioners as they are responsible for the enforcement of the Loon Pond regulations.

A discussion was held regarding recent usage of fire hydrants by the fire department to fill the tanker truck for training purposes without a backflow as they do not have one. The Commissioners reviewed a quote from New England Backflow for a backflow device the Commission will own. Once the Commissioners own the device they will implement a procedure to require that when hydrant use is requested for non-emergency purposes the requesting department must contact the water and sewer office and get the backflow as it must be used to protect the town's drinking water system.

The Commissioners contemplated the idea of resurrecting the department's newsletter. All agreed that communicating with the public is important and quarterly newsletters are one way of getting correct information out to the public. Past newsletters were reviewed and types of content were discussed. The Commissioners will continue discussions on this at the next meeting.

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

Meeting adjourned 9:00pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg
Water and Sewer Commissioners