

**Hillsborough NH Water and Sewer Commissioners
January 9, 2014 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker and Peter Mellen; Keith Gilbert –Water Systems Operators; and, Penny Griffin, Administrator.

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

A discussion was held regarding requests for water to be turned off by property owners. Penny stated that at this time there is a charge of \$50 per request and the fee includes turning the water back on when requested. She explained that this fee is sufficient prior to December 1 but after that it costs more to complete this service due to frozen ground and/or snow which hinders access to shut-off valves. Commissioner Mellen motioned to increase the fee charged to property owners requesting water services to be turned off between December 1 through April 1 to \$130; April 1 through November 30 will remain at \$50. Commissioner Parker seconded the motion. All agreed.

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

Dave Edson introduced Richard Colby as the water plant project overseer. Dave Edson gave the Commissioners a quick summary of the construction meeting held earlier in the day. He stated that EII will be confirming the cost of their portion of the project which there is a \$15,000 allowance for at this time. Dave stated that the contractor has requested to use stainless steel in the pipe gallery due to corrosion issues. He advised that there is about a \$1,000 increase in the cost of the steel verses the galvanized as specified in the contract. A discussion was held regarding the pro's and con's of this adjustment. The Commissioners agreed to have Dave Edson move forward with the change order to reflect the change to stainless steel.

A discussion was held regarding the available ammonia analyzers for the project. Dave Edson recommended that the Commissioners consider the ChemScan analyzer. Commissioner Mellen asked what the expected life span of the analyzer is. Dave stated that his best guess estimate would be 10 to 15 years. Commissioner Parker asked what the warranty is on the unit. Dave stated a 1 year manufacturer warranty and that an extended service contract can be purchased. Commissioner Mellen motioned to change the specified analyzer to the ChemScan analyzer. Commissioner Parker seconded the motion. All agreed. Dave Edson will present the change to NHDES for authorization and complete the necessary paperwork for the change.

Dave stated that there are two other items that need to be purchased for the project; a step ladder on wheels to access the UV units and something to move the drums of chemical. Options were discussed. Dave will look into options discussed and present the information to the Commissioners.

Dave advised the Commissioners that he will attend the February 25 meeting with

updates and that he will be scheduling a construction for the afternoon of February 25.

7:30 pm Dave Edson left the meeting.

Keith Gilbert presented the Commissioners with monthly reports for review. Keith advised the Commissioners that the state has updated their Water Shed Protection rules and Hillsborough's rules do not need any changes.

Commissioner Mellen asked Keith about the water lines on Butler Street and Butler Avenue and explained that the streets may have to be dug up this year to repair sewer lines so it would make sense to address any water line issues at the same time. Keith stated that he will have to review his information.

The upcoming town paving project of Old Henniker Road was discussed. Keith asked Penny to send him all the water tie measures for the properties on Old Henniker Road so he can prepare what he will need to do.

Commissioner Parker asked Keith for an updated contract. Keith stated that Water Systems Operators are currently working on this and will get one to the Commissioners.

7:55 pm Keith Gilbert left the meeting.

The Commissioners reviewed a change of use application for 1 West Main Street. Commissioner Mellen motioned to approve the change of use application with an increase of 585 gpd sewer discharge subject to NHDES approval. Commissioner Parker seconded the motion. All agreed.

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

Meeting was adjourned at 8:05 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Douglas Parker, Chairman

Peter Mellen
Water and Sewer Commissioners
Town of Hillsborough