

**Hillsborough NH Water and Sewer Commissioners
January 28, 2014 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker Herm Wiegelman and Peter Mellen; Paul Dutton – WWTF Operator, Keith Gilbert –Water Systems Operators; and, Penny Griffin, Administrator.

The Commissioners held a discussion regarding sewer work that needs to be done on Butler Street and the need for engineering. Commissioner Wiegelman motioned to advertise for engineering services bids for the project in Construction Summary and The Dodge Report with bid opening to be at 6pm on February 25, 2014. Bids must be submitted to the Water and Sewer office by 2 pm on that day. There will be a pre-bid meeting to be held on February 6, 2014 at 1 pm. Commissioner Mellen seconded the motion. All voted in favor.

Commissioner Mellen stated that he had received a call from Leon Nelson inquiring about submitting a bid for the easement mowing for the upcoming year. Paul Dutton stated that he had already spoken with Mr. Nelson and will notify him when we begin accepting bids for this work. The Commissioners agreed to post a Public Notice for bids in the spring.

A discussion was held regarding the chemical lines in the sewer budget. It was agreed that money still needs to be budgeted for ferric and magnesium hydroxide as Stantec is still trying to dial in the system.

An email from OSRAM was reviewed and discussed regarding water flow at 31 Norton Drive that is not adequate for a fire suppression system there. Options for correcting the issue were discussed. It was agreed that replacing the line on Depot Street rather than the Henniker Street line would be a more cost-effective choice. The Commissioners will continue to plan to fix the issue this year.

Water budget was discussed.

7:30pm Rene LaBranche of Stantec arrived at the meeting and Keith Gilbert left the meeting.

Rene advised the Commissioners that he had completed the bucket tests. At this time the results have been inconclusive. He stated that the next steps to test it in the lagoons are in place and he hopes to start that next week with results in about a month and he will keep the Commissioners updated as they proceed.

7:45pm Rene LaBranche left the meeting.

Paul Dutton advised the Commissioners that he has requested a quote for a generator for the Bear Hill pump station and should hear this week.

Paul stated that he has replaced both pumps at the Bear Hill pump station and he is still having a problem with wipes clogging them. A discussion was held and the Commissioners agreed that letters should be sent to the 12 properties on the run that goes to the Bear Hill pump station explaining the clogging issues and warning the property owners that these wipes could potentially cause back ups in their service lines which could be expensive for them to repair.

A discussion was held regarding the screw pumps at the WWTF. Paul stated that Siemens will be sending new VFD's as the existing VFD's are not big enough to produce enough AMP's to turn the screw pumps on. He also stated that he has arranged for EII to come and hook up the screw pumps to the SCADA system to allow for better control.

8:20pm Paul Dutton left the meeting.

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

The Commissioners discussed to creation of two (2) new capital reserve accounts for water; one – for Line Rehabilitation and the other for UV Bulb replacement. Commissioner Wiegelman motioned to create capital reserve accounts for Line Replacement and UV Bulb replacement with \$1,000 each from the MBIA reserve account and to add a contribution line to the water budget for each for annual contributions. Commissioner Mellen seconded the motion. All voted in favor.

A change of use application for 60 – 64 West Main Street was reviewed. Commissioner Wiegelman motioned to approve the change of use application as submitted pending state approval for an increase of 750 gpd discharge. Also, with the condition that New England Backflow surveys the new business to ensure that the correct backflow is installed. Commissioner Parker seconded the motion. Commissioner Mellen abstained; and Commissioners Parker and Wiegelman voted in favor.

A change of use application for 31 Norton Drive was reviewed. Commissioner Mellen motioned to approve the change of use application with the condition that New England Backflow surveys the new business to ensure that the correct backflow is installed. This application will not need to be submitted to NHDES as there is no increase in discharge with this change. Commissioner Wiegelman seconded the motion. All voted in favor.

The Commissioners finalized both the water and sewer budgets.

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

Meeting was adjourned at 9:05 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Douglas Parker, Chairman

Herm Wiegelman

Peter Mellen
Water and Sewer Commissioners
Town of Hillsborough