

**Hillsborough NH Water and Sewer Commissioners
September 24, 2013 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Peter Mellen and Herm Wiegelman; and Penny Griffin, Administrator.

A discussion was held regarding a possible leak of the service line for 2 Bridge Street. The exact location of the leak has not yet been determined. The neighboring property had reported water entering their basement and Paul Dutton found that shutting the water service off to 2 Bridge Street, an empty building, stopped the leak. Penny advised the board that she has left a voice mail and sent an email to the owner of 2 Bridge Street that the water service has been turned off and that they need to contact the office to discuss repairs.

6:20 pm Keith Gilbert of Water Systems Operators, arrived at the meeting.

Keith informed the Commissioners that he repaired a water main break on Union Street near the Deering town line. He stated that the pavement in that area is in bad shape and therefore, he put cold patch in the repair site. He stated that he will re-look at the site and speak with Billy Goss as he does not believe that there is enough good pavement around the area to secure a pavement patch.

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

Keith stated that he has been working to find the cause of low water pressure found during a hydrant flow test at 31 Norton Drive. He believes there may be a valve that is partially closed. During his review of tie measures he has found a couple of valve that need to be dug up as they have been paved over. A discussion was held regarding hydrant flow information. Keith stated that the water department does not have any information. Penny Griffin will check with the fire department to see if they have any past records of hydrant flow information. Keith stated that there is a hydrant in the center of town that needs work; however, due to it's location it is very hard to repair. Possible ways to get it repaired with the least disruption to traffic and the most safety was discussed. Keith stated that he could complete the repair very early in the morning. All agreed and Keith stated he would work on it next week.

A discussion was held regarding the water line on Dascomb Street and the issue that the meter at the property on the end of the line has an issue of being filled with debris and not registering usage. Keith stated that it has been impossible to flush that line as it is a dead end line. He suggested removing the meter and running a garden hose at the property to clean the line. It was discussed that in the future, the line either needs to be looped through to Myrtle Street or a blow off installed to allow flushing of the line.

Dave Edson suggested that the Commissioners consider creating a water system model. Penny Griffin stated that a water model was created by Dufrense-Henry (now Stantec) in 2004. The Commissioners asked her to contact them to obtain a copy.

The Commissioner also asked Penny to contact NHDOT regarding the paint lines they have noticed at Church and West Main Street, to see what they have planned in that area

as there are water gates within the painted area that may need to be addressed if they plan on digging.

Keith presented monthly water reports to the Commissioners for review.

Dave Edson informed the Commissioners that the drawings for the UV project are almost complete. The last item being worked on is the electrical drawings which are being finalized. All drawings will be submitted to NHDES for review next week. He stated that he intends on advertising the bid beginning October 7 with a pre-bid conference to be scheduled for October 29 at 10 am at the water plant for interested bidders. Bid opening will be scheduled for November 7 at 2 pm and award recommendation on November 14. Dave advised that Atlantium has completed the manufacturing of the UV units and the validation unit has been shipped for testing to begin October 24 through November 3. He stated that we could expect delivery of the units to Hillsborough in early December.

Commissioner Wiegelman reminded Dave that consumer education still needs to happen. All agreed to begin the education of the new system after the first of the year.

Dave Edson informed the Commissioners that he will not be attending their next water meeting on October 22 but will email any updates he has.

8:15 Dave Edson and Keith Gilbert left the meeting.

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 8:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Douglas Parker, Chairman

Peter Mellen

Herm Wiegelman
Water and Sewer Commissioners
Town of Hillsborough