

**Hillsborough NH Water and Sewer Commissioners  
May 12, 2011 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Herman Wiegelman and Peter Mellen; Paul Dutton, Waste Water Treatment Operator; and Penny Griffin, Administrator.

Commissioner Parker made a motion to enter a non public session under RSA 91-A:3II a. Commissioner Wiegelman seconded the motion. All agreed..

6:01 p.m. The Board entered a non-public session.

Commissioner Parker made a motion to return to a public session. Commissioner Wiegelman seconded the motion. All agreed.

6:20 p.m. The Board returned to a public session.

The Commissioners reviewed and approved the AP vouchers, time cards, Bible Hill Project Retainage Release authorization, and the 2011 second issue water and sewer billing warrants.

Paul Dutton advised the Commissioners that the screw pump that had not been running correctly seems to have corrected itself. He stated that he is still going to have the manufacturer come inspect it as it is over 20 years old. Paul stated that there has been work done on the project this week. He also advised that at this time the plant seems to be running well.

A discussion was held regarding the impact of illicit sump pump connections has on the system. All agreed that follow up and education needs to be done with home owners.

Rene LaBranche of Stantec informed the Commissioners that the aeration in lagoon number one has been corrected and the replacement of the aeration in lagoon three is also complete. A discussion was held as to outstanding work to be preformed. Rene presented the Commissioners with a draft letter to Weston and Sampson of intent to begin assessing liquidated damages due to project delay. The Commissioners approved the letter. Rene informed the Commissioners that the NHDES project audit has been completed. There are still a few items that need to be corrected but NHDES has stated they will now accept pay requests for processing. Rene and the contractor will be working to correct the outstanding issues.

Bill Shee, Jack Wells and Gary Sparks of the WWTF Study Committee approached the commission to discuss their suggestions of changes to the regulations. Jack Wells stated that the Economic Development Committee will be looking for an update of the WWTF project from Commissioner Wiegelman at their next meeting. Gary Sparks stated that both water and sewer should be based all on actually usage and not have any "minimum billing." There was discussion of different billing scenarios. The Commissioners stated that they will be reviewing the sewer unit charges for commercial properties as they feel they may be able

to refine the current categories. The committee members reiterated their desire to have all billing done by actual usage. The committee requested that they be able to review any changes made by the Commissioners prior to being implemented. The Commissioners stated they would inform the committee of any suggestions the Commissioners come up with and explained that any proposed changes to the ordinance will need to be submitted to NHDES for review and approval. Jack Wells stated that the Committee will attend the June 28<sup>th</sup> meeting of the water and sewer commission to review the status of the ordinance review. Gary Sparks stated that once this step is complete he believes the committee should be reviewing what needs to be done down the road.

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

Meeting was adjourned at 9:30 pm.

Respectfully submitted,

Penny Griffin, Clerk

Water and Sewer Commissioners Meeting Minutes  
Approved by: Date:

Doug Parker, Chairman

Herman Wiegelman

Peter Mellen  
Water and Sewer Commissioners  
Town of Hillsborough