

**Hillsborough NH Water and Sewer Commissioners  
October 23, 2012 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; and, Penny Griffin, Administrator.

Commissioner Wiegelman asked Paul Dutton if the new chemical feed at the wastewater treatment facility is up and running. Paul advised that Stantec got it running last Thursday and on Monday they had the new computer programming complete. Rene LaBranche visited the site on Tuesday morning and when he left the system was not running. Paul referred to the pump manual and ran the pump backwards to clear the blockage and it began to run again. Commissioner Wiegelman asked if the training for operation of the system is still scheduled for Wednesday morning at 7am. Paul confirmed that it is. Paul informed the Commissioners that by his calculations, it appears that running the system as programmed right now to keep the lines clear, about \$3,000 of chemical will be wasted each year. Commissioner Parker stated that it may need to be adjusted once it is completely up and running. Paul agreed. He stated that he is frustrated as the engineers do not appear to listen to him or any of his suggestions to get the system running correctly. Commissioner Parker stated that if the system continues to plug with their ideas the Commission can demand that they try Paul's suggestions. Commissioner Parker asked Paul if he feels he has been involved to the best of his ability to get this up and running. Paul stated again that he feels they do not listen to them and this is "their (Stantec's) thing". Commissioner Parker stated they, the Commissioners, and Paul to be fully invested and to do all he can do to help. He feels this is vitally important to ensure we have done our part. Paul stated that he is and will continue to do so. The Commissioners agreed that one (1) week is sufficient time for any idea of Stantec's to be operating consistently and without major maintenance. If it is not operating as stated Stantec will need to move on to the next idea. This is to ensure that more time is not wasted in resolving the issue.

6:30 pm Paul Dutton left the meeting; and Dave Edson and Keith Gilbert entered the meeting.

Dave Edson, of Hoyle, Tanner & Associates, advised the Commissioners the only has a brief update to report. They are continuing to work on the design and with UV vendors to spec out the best option. He stated that the project will not be ready to bid for another couple months; however, they will be submitting draft bid documents to the state to fulfill their deadline on October 31. Commissioner Parker asked Dave to forward a copy to the Commission for review. Dave agreed. A discussion was held regarding pump possibilities. Commissioner Parker asked when they could expect construction to begin for this project. Dave stated that he expects a Mark or April construction start date; however, the lead time for UV systems is a little high so they will know more when a UV system decision has been made.

7:15 pm Dave Edson left the meeting.

Keith Gilbert, of Water Systems Operators, presented the Commissioners with the monthly reports. He also informed the Commissioners that the hydrant that had been hit on West Main Street has been repaired. A discussion was held regarding the purchase of stock for the water system. The Commissioners advised Keith to hold off on major purchases and they will review in December.

7:35 pm Keith Gilbert left the meeting.

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

The Commissioners resumed discussions from the last meeting regarding the shortfall in the

2012 water billings. Commissioner Wiegelman motioned to raise all levels of the water rates by fifteen percent (15%) beginning with the November 2012 billing. Commissioner Parker seconded the motion. All agreed. Commissioner Wiegelman noted that this will not resolve the shortfall this year but should allow us to catch up over time.

Commissioner Parker advised the other Commissioners that he had been contacted directly by Ted Galeota of Weston & Sampson regarding the release of retainage funds for the waste water treatment facility project. Doug stated that he has not answered him as he needs to submit his inquiries to the office in order to ensure all Commissioners are involved. Doug will reply to Mr. Galeota with this request. A discussion was held regarding outstanding items for the waste water treatment plant project. All Commissioners agreed that the outstanding items need to be discussed with Weston & Sampson, Stantec and NHDES and resolved before the retainage could be released.

Commissioner Mellen asked if D & S Excavating has been contacted regarding repairing the newly installed manhole on School Street. Commissioner Parker stated that he has spoken with them and they do not do that sort of work. He also stated that he had given Paul Dutton the name of a company in Goffstown, UTS, to ask.

A discussion was held regarding the easement on Jefferson Drive that still needs to be cleared. The Commissioners agreed to inspect the easement to review what needs to be done and then request quotes to include in the 2013 budget process.

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

Meeting was adjourned at 8:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by: Date:

Doug Parker, Chairman

Herm Wiegelman

Peter Mellen  
Water and Sewer Commissioners  
Town of Hillsborough