

**Hillsborough NH Water and Sewer Commissioners  
November 28, 2012 Meeting Minutes**

The meeting was called to order at 6:00 pm

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

Chris and Janet Sieg entered the meeting. They stated they were there to discuss the letter they received regarding upcoming backflow testing.

Paul Whittemore of New England Backflow entered the meeting.

The Commissioners introduced Mr. Whittemore and stated that he is the one that has been contracted with to test the commercial backflows in town. Mr. Sieg asked what the criteria were for choosing properties on the list to be tested. Mr., Whittemore explained that commercial is a starting point and where most high hazards are found. Mr. Whittemore went over what the purpose for testing backflows is and why backflow preventors are vital to keeping the towns drinking water safe. Commissioner Mellen gave Mr. Sieg a copy of the state statute on backflow prevention. Commissioner Mellen asked if some business will not require backflow testing. Mr. Whittemore stated that as they go through the list they will be inspecting each location to determine what is needed. If it is found that a non-testable residential backflow is sufficient he will note it and the Commissioners will be able to make the determination to approve or not. Mr. Whittemore stated that there will only be a fee if testing is completed. A discussion was held regarding the recent testing of a property that does not have sufficient backflow prevention and possible ways to get them into compliance. The Commissioners will continue that discussion at a later meeting.

Dan Dudley and Cynthia Klevens of NHDES and Dave Edson of Hoyle, Tanner and Associates entered the meeting.

Mr. and Mrs. Sieg thanked the Commission for answering their questions and left the meeting.

Commissioner Mellen told Mr. Whittemore to continue with the inspections and to forward the information here. The Commission thanked Mr. Whittemore for attending. Mr. Whittemore left the meeting.

Commissioner Parker asked Dave Edson how the chloramines/UV project is coming along. Dave stated that selecting a UV system has not been simple and he is still working with 3 vendors to obtain required information. Dave suggested that a formal request for proposals be put out and then they will be able to select the UV system. Once that is selected they will be able to continue with the design. Cynthia Klevens clarified flow information with Dave Edson. Current information received from vendors regarding UV systems was reviewed and discussed. The term "redundancy" was discussed in respect to having a redundant system. All agreed that a "redundant" system was needed to keep the plant running while the main system was removed for annual maintenance or in an emergency. The Commissioners agreed to have Dave formally request UV vendor proposals. Dan Dudley stated that NHDES has only received a validation report to review from Wedico and they must receive reports from the other 2 vendors as well. Dave stated he would follow up with them to get this information. Dave stated that he would have the request for formal proposals (RFP) out in December with a due date of January to review and have vendors in to discuss their proposals.

Scheduled meetings for December were discussed. The Commissioners agreed to reschedule the December 25 meeting to December 18 at 6pm. Dan Dudley and Cynthia Klevens of NHDES stated they would attend that meeting. Dave Edson also noted the change and will be in attendance.

8:15 pm Dave Edson, Cynthia Klevens and Dan Dudley left the meeting.

Keith Gilbert, of Water Systems Operators, presented the Commissioners with the monthly reports. He also informed the Commissioners that he will be taking the 3<sup>rd</sup> filter off-line for the winter. Keith discussed a new technology he has heard of for cleaning water lines called "Ice Pigging." He advised the Commissioners that he will look into it to see what it entails.

A discussion was held regarding repairing backflows.

8:30 pm Keith Gilbert left the meeting.

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

A change of use application for 116 Henniker Street was reviewed. Commissioner Mellen motioned to approve the change of use application to add an office within the current home as proposed; and, have Penny Griffin contact the applicant to inquire if they are adding a bathroom or using an existing. If adding a bathroom, an application will need to be submitted to the state; if existing, Commissioners approval is sufficient. Commissioner Parker seconded the motion. All agreed.

A request to expand current restaurant at 18 Henniker Street was reviewed. The Commissioners noted that there is no new approval needed as there had been no change of use.

Commissioner Parker suggested that the Commissioners schedule a work session from 5pm to 6pm before the next scheduled meeting on December 13 to review the budgets. Commissioner Mellen agreed. Penny will post the notice.

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

Meeting was adjourned at 9:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes

Approved by: Date:

Doug Parker, Chairman

Peter Mellen

Water and Sewer Commissioners

Town of Hillsborough