

Town of Hillsborough Water & Sewer Commission
February 13, 2025 Meeting Minutes

The meeting was called to order at 6:00 p.m. Present were Commissioners Peter Mellen, Dave Lewis and Dana Clow; and Penny Griffin, Water and Sewer Administrator.

Also in attendance was Dan Rochette of Underwood Engineers.

1. Dan Rochette presented the Commission with the 100% design set of plans and project manual for the Park and Whittemore Street project. Mr. Rochette stated that the package is ready to go to once a bidding schedule is determined so that it can be added to the bid documents and coordinate those with NHDES to make sure they are available to attend the pre-bid meeting.

Commissioner Dave Lewis asked Dan Rochette to verify that the opinion of cost estimate includes new gravel for Whittemore Street as that was what the group agreed upon. Dan confirmed that he would.

The group discussed the approved wetland permit conditions from NHDES.

Penny Griffin confirmed that all easements required for the project have been recorded at the Hillsborough County Registry of Deeds.

The group reviewed the updated opinion of cost. All agreed that the Commission needs to meet with the Selectmen to discuss the status of the project and their share of the cost.

A discussion was held regarding the bidding process and what happens if no viable bids are received in Spring 2025 for 2025 construction. It was determined that the project would need to be rebid which will incur duplicate bid costs.

A discussion was held regarding the construction contract, including identification of Owner and who will administer the contract, Selectmen or the Commission, is another decision that will need to be made at the meeting with the Selectmen. Dan Rochette will draw up some sample documents for the Commission to present and discuss with the Selectmen.

2. Dan Rochette presented the Commissioners with a draft amendment to ESR #40 to cover \$20,000 of over budget costs for the design of the Park and Whittemore Street project and \$10,000 for the preparation of the bidding documents. The Commission asked what is included in the over budget costs. Mr. Rochette said that the roadway design, creation of easements and extra work needed to address the Wetlands permit comments along with onsite meetings with NHDES representatives constitute the majority of the costs. Commissioner Mellen asked how much of the \$20,000 is for the creation of the easements to which Mr. Rochette estimated \$5,000. Commissioner Peter Mellen informed Mr. Rochette that the easements provided by Underwood Engineers had incorrect wording and information. Commissioner Mellen stated that he rewrote the documents and therefore, he does not agree the Commission should pay for those charges. The Commission agreed to review and discuss the draft amendment and notify Dan of their decision.

7:30 pm Dan Rochette left the meeting.

3. The group discussed proposals received for easement clearing. Operator Alex Mellen had spoken with one vendor who verbally quoted \$30,000 to \$35,000 to Alex. A second written proposal in the amount of \$17,500 was submitted from another vendor. As there is a significant difference in the cost, the Commission would like to confirm that the \$17,500 is a firm price for the completion of clearing the intended easement segments regardless of the number of days that it takes. Commissioner Peter Mellen will contact the second vendor to confirm the information in the written proposal and the group will continue discussion at a future meeting.
4. The Commissioners reviewed and authorized two ESRs from Underwood Engineers for annual engineering services for:
 - ESR 52 - WWTF Laboratory QAM Update \$6,200
 - ESR 53 - 2025 OSRAM IUP Assistance \$6,200
5. The group revisited the request from Underwood Engineers to amend ESR #40 as discussed earlier in the meeting. Commissioner Dave Lewis motioned to authorize the ESR #40 amendment #2 in the amount of \$25,000 - \$15,000 for cost overruns and \$10,000 for the preparation of the final bidding documents. Commissioner Dana Clow seconded the motion. All voted in favor and signed the ESR #40 Amendment #2.
6. The Commissioners reviewed and authorized the following:
 - a) 2025 AP Voucher #3 W= \$28,596.72 S= \$38,297.60
 - b) 2025 1st Issue Billing Warrants Water H - \$211,623.97, Water D - \$2335.25, Sewer - \$265,909.08
 - c) 2024 Lien Warrant \$217,208.33
 - d) January 9, 2025, and January 28, 2025 meeting minutes
 - e) Timecards
7. A discussion was held regarding the status of the required grease trap replacement at 17 West Main Street Village Art Café which is outstanding. Penny Griffin advised she has been unable to reach Ms. Carr via email for an update. Commissioner Dana Clow will visit the Village Art Café and speak with Ms. Carr.

Commissioner Dave Lewis motioned to adjourn the meeting. Commissioner Peter Mellen seconded the motion. All voted in favor.

Meeting adjourned at 8:10 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes

Date:

Approved by:

Peter Mellen, Chairman

Dana Clow

Dave Lewis
Water and Sewer Commissioners