

## **Town of Hillsborough Water & Sewer Commission September 10, 2020 Meeting Minutes**

Meeting called to order 6:00 p.m. Present were Commissioners Peter Mellen, Chris Sieg and Dave Lewis; and, Penny Griffin, Administrator.

A Change of Use application for 31 Woodlawn Avenue was reviewed. The applicant is looking to add another apartment to current two (2) units. Commissioner Sieg motioned to approve the application, noting that once the Certificate of Occupancy is issued by the building inspector, the number of sewer billing units will be increased from 2 to 3. Commissioner Lewis seconded the motion. All voted in favor.

The Commissioners reviewed a request for abatement for 3 Bear Hill Road. The request states that the high usage was due to several running toilets that had not been reported to them by their tenants. Although the Commissioners are sympathetic to the situation, the abatement request was denied as it is not their policy to abate in this circumstance as the high usage was due to faulty equipment.

Penny Griffin advised the board that Paul Dutton, WWTF Operator, has scheduled a sewer main point repair on Bear Hill Road for Tuesday, September 15. Commissioner Lewis asked Penny Griffin to request that Hymax fittings be used.

Commissioner Mellen asked about the status of the asset management project. Penny Griffin stated that it had not been included with the pre-applications for state revolving funds (SRF) submitted to NHDES by Underwood Engineers per Commissioner Lewis. An asset management program will provide a tool to understand the condition of the infrastructure, identify and correct current deficiencies, provide a basis to estimate costs to rehabilitate or replace assets when needed, and, anticipate future needs. Commissioner Lewis will contact Cole Melendy of Underwood Engineers to discuss the next steps as all agreed that an asset management program of the sewer system would be very beneficial.

The group discussed the proposed Bear Hill pump station generator project. Commissioner Lewis stated he has not been able to obtain an updated quote from Yestramski Electrical Services and asked Penny Griffin to check with Paul Dutton to see if he has been able to obtain any other quotes. The group agreed to follow up on this at a future meeting as this is a project that they would like to see completed this year.

The group discussed the current drought status in New Hampshire. Commissioner Sieg noted that Loon Pond is lower than he has seen it in the past. They will discuss the pond level with Cody Boisvert at the next meeting to get his thoughts.

The Commissioners reviewed and authorized the following:

- August 25, 2020 meeting minutes
- 2020 AP vouchers #17
  - o Water \$17,661.71
  - o Sewer \$18,971.67
- Timecards

Commissioner Sieg motioned to adjourn the meeting. Commissioner Lewis seconded the motioned.

All voted in favor.

Meeting adjourned 8:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg

Dave Lewis  
Water and Sewer Commissioners