

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

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

The Commissioners completed the Commissioners statement to be submitted for the 2021 Annual Town Report.

The group discussed the potential issue of creating icy conditions in the area where the water trucks are filled for Emerald Lake during the winter months. Penny Griffin advised the Commissioners that Cody Boisvert, the water system operator, has notified the trucking company and the Emerald Lake Commission's office that if the hoses brought by the trucking company to use for the transfer leak he will cease transfers until the issue is remedied to avoid creating icy conditions. All agreed with this approach.

The group reviewed and discussed a draft letter to OSRAM to address recent violations to their Industrial User Permit (IUP). The Commissioners outlined some revisions to the letter. Penny Griffin will request an updated letter from Cole Melendy of Underwood Engineers; once the revisions are made the Commissioners will sign the letter.

The group agreed they would like to update the water regulations in 2021. Penny Griffin will request an Engineering Services Request (ESR) from Underwood Engineers to assist in this project.

It was noted that there are two (2) outstanding requests for ESR's from Underwood Engineers for work the Commission would like to complete in 2021:

1. for sewer asset management - Commissioner Dave Lewis will contact Cole Melendy to discuss specific requests; and,
2. for wastewater plant lagoon 1 sludge removal – Penny Griffin will follow up with Cole Melendy for an update.

The group discussed the ongoing planning of the West Main Street pump station grinder installation project. Commissioner Dave Lewis hopes to have a completed memo for review and submission to RH White Construction for an updated quote within a couple of weeks.

The Commissioners reviewed and authorized the following:

- November 24, 2020 meeting minutes
- 2020 AP vouchers #23
 - o Water \$16,781.82
 - o Sewer \$17,185.18
- Timecards

Commissioner Chris Sieg motioned to adjourn the meeting. Commissioner Dave 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