

**Town of Hillsborough Water & Sewer Commission
November 18, 2021 Meeting Minutes**

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

The group discussed the recent Selectmen's Public Hearing held on Wednesday, November 10, 2021, for the purpose of accepting American Rescue Plan Act (ARPA) funds in the amount of \$628,347. Commissioner Peter Mellen stated that the Selectmen accepted half the money this year and expect the 2nd half will be processed next year. However, they won't be making any decisions on how to spend the money until after the Town meeting in March.

At the meeting Selectperson Melanie Nagy advised the Commissioners in attendance that she has questions regarding the sewer system as she has "heard a lot of things". The Selectboard mentioned inviting the Commissioners to attend a meeting in the future to discuss water and sewer topics.

The Commissioners reviewed a proposal from Robblee Tree Service to remove 3 trees at the water plant property. Commissioner Dave Lewis stated that should the proposal be accepted an insurance certificate will be required with the Town of Hillsborough listed as an additional insured. The Commissioners request that Penny Griffin contact Robblee Tree Service to ask for a sketch showing the location of the 3 trees to be removed or for them to mark the trees. They would also like to know how long the job will take and how they plan to remove them. The Commissioners will review the information and discuss the topic at a future meeting.

The group discussed the entryway of the water and sewer office at 63 West Main Street. The door frame has completely rotted shifting the door, causing it to stick and be extremely difficult to open. Also, one of the entryway door side windows, that was shattered prior to the water and sewer commission relocating to the location, finally crumbled and the remaining pieces were removed leaving only a single pane of glass. As the Selectmen's office had stated prior to the 2019 move that they had intended to replace the entryway door that next summer, the Commissioners agreed to obtain an estimate to either repair or replace the door to present to the Selectmen.

The Commissioners reviewed and authorized the following:

- 2021 AP Vouchers #20 W=\$167,873.47 S=\$280,502.70
- 10/26/2021 Meeting Minutes
- Timecards
- 2021 4th Issue Billing Warrants Water H - \$171,122.72, Water D - \$3,588.67, Sewer - \$212,285.83
- Capital Reserve reimbursement request letters to the Trustees of Trust Funds

The Commissioners requested that Penny Griffin contact Cole Melendy of Underwood Engineers to request a quote to design the replacement of the water and sewer mains in Park and Whittemore Street. They also request a separate line item to design the replacement of storms drains on the same roads to present to the Selectmen in an effort to efficiently repair/upgrade all infrastructure in the roads at the same time, effectively saving costs by completing it all at once.

Commissioner Peter Mellen stated that he had been approached by John Segedy of the Conservation Commission requesting a meeting to discuss land around Loon Pond. The

Commissioners reviewed the Conservation Commissions meeting schedule and decided to suggest the Water and Sewer Commissioners attend the December 28th Conservation Commission meeting at 7:30 pm. Commissioner Peter Mellen will confirm the meeting with John Segedy.

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

All voted in favor.

Meeting adjourned 9:00 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