

Town of Hillsborough Water & Sewer Commission
January 13, 2022 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 briefly reviewed and discussed the proposed West Main Street sidewalk project plans. A few items of concern were noted during the brief review, such as the sewer mains are not drawn straight, it is proposed to put the drainage directly by the sewer mains, and it is unclear what the notes "adjusting water valves and shutoffs set by others" means. The Commissioners agreed to attend the project public hearing when it is rescheduled.

A revised quote from Robblee Tree Service to remove trees at the water plant property was reviewed. Commissioner Peter Mellen motioned to accept the \$2,400 quote as presented. Commissioner Dave Lewis seconded the motion. All voted in favor. The Commission request that an insurance certificate be provided from Robblee Tree Service with the Town of Hillsborough listed as additional insured. They also request a week's advance notice be given to coordinate the time they need to stage in the driveway of the water plant.

A letter to the Selectmen presenting a quote from Geoff Browning and a request of how to proceed with the repair of the broken front door at the commission office at 63 West Main Street was reviewed and approved.

The group reviewed and discussed the draft conceptual budget for Park and Whittemore Street sewer, water, and drainage design provided from Underwood Engineers. It was agreed to hold off on proceeding with the project at this time.

The Commissioners reviewed and authorized the following:

- 2021 AP Vouchers #1A W = \$5,804.77 S = \$9,056.15
- 2022 AP Vouchers #2 W = \$57,668.38 S = \$3,836.40
- 12/28/2021 Meeting Minutes
- Timecards

The Commissioners reviewed and discussed the water and sewer budgets. It was agreed that the amount of money being contributed annually to the water line rehabilitation capital reserve and the sewer I/I reduce capital reserve needs to be increased to effectively proceed with projects to replace existing infrastructure.

The group discussed existing rates and what increases may be needed in the future. The Commissioners will continue the discussion at future meetings.

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

All voted in favor.

Meeting adjourned 9:30 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