

**Town of Hillsborough Water & Sewer Commission**  
**January 25, 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 discussed the clearing of snow at the 63 West Main Street office. Text messages between Laura Buono-Town Administrator, Mark Roarick-building maintenance, and Penny Griffin-water & sewer Administrator regarding who is responsible for plowing, shoveling and salting/sanding of the area were discussed; both Laura Buono and Mark Roarick suggested that going forward it should be handled by the water and sewer department. The Commissioners agreed to hire a contractor to relocate the existing pile of plowed snow and to have a water and sewer employee plow, shovel and salt/sand the area around the 63 West Main Street office going forward.

Proposed plans for the town's sidewalk project along West Main Street were reviewed in conjunction with the existing water and sewer mains in the area. It was noted that there are a few areas where the proposed drainage conflicts with the existing sewer main. It was agreed to have Commissioner Dave Lewis review the plans and highlight areas where conflicts exist to be submitted to the sidewalk project engineers, Dubois & King, for review and revision.

The Commissioners reviewed and approved the proposed 2022 water and sewer budgets.

The Commissioners reviewed and authorized the following:

- 2021 AP Vouchers #1B S = \$815.63
- 2022 AP Vouchers #2 W = \$18,823.87 S = \$42,448.34
- 1/13/2021 Meeting Minutes
- Timecards

The group discussed possible options to best address a water quality issue at Wyman and Pearl Street junction. It was agreed to discuss the issue with the commission's consultant, Underwood Engineers, for their review and opinion.

Commissioner Peter Mellen motioned to adjourn the meeting. Commissioner Dave Lewis seconded the motion.

All voted in favor.

Meeting adjourned 8:15 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