

Town of Hillsborough Water & Sewer Commission
August 11, 2022 Meeting Minutes

The meeting was called to order at 6 p.m. Present were Commissioners Peter Mellen, Chris Sieg, and Dave Lewis. Administrator Penny Griffin was not in attendance due to illness.

1. The previous minutes were revised, Commissioner Mellen will forward the markup to Administrator Penny Griffin, all approved of his action.
2. New Service Request: Butler Ave, Map 023- Lot 114
 - a. The Applicant provided a \$2,500 check for the new water service connection fee and a \$2,500 check for the new sewer service connection fee.
 - b. The Applicant will connect the sewer service per Wastewater Operator Paul Dutton's requirements.
 - c. Commissioner Chris Sieg motioned for to approve the new connection application for a single-family house connection. Commissioner Lewis seconded the motion; all approved.
3. 219 West Main Street Will Serve Letter (proposed Workforce housing development): The revise letter was approved by all and executed.
4. An AAA pump quote for installing a pump and reconfiguring the pump controls for the Bear Hill pump station was reviewed. After discussion, Commissioner Mellen motioned for approval; Commissioner Lewis seconded; all approved.
5. Draft of Sewer Ordinance revisions: after discussion, members will further review for next meeting.
 - a. (Chris questioned use of "formula")
6. Water Asset Mgt. Grant: Margaret Blank, Underwood Engineers will ask NHDES if they can/will attend a future HWSC meeting on 8 Sept 2022.
7. Billing Warrants: executed by members
8. Payables: Peter motioned to have ability to sign other documents, DAL 2nd, all approved
9. 27 Sept 2022 meeting to be re-scheduled for 20 Sept 2022
10. The Commissioners discussed that HWSC should develop a vacation & operator after-hours coverage policy.

Commissioner Chris Sieg motioned to adjourn the meeting. Commissioner Dave Lewis seconded the motion. All voted in favor.

Meeting adjourned 7:35 p.m.

Respectfully submitted,

Dave Lewis, Commissioner

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg
Water and Sewer Commissioners